

CITY COMMISSION MEETING AGENDA

City Hall Commission Chambers

Tuesday, September 5, 2023

7:00 p.m.

MEETING #5257

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

2. Or watch it on our Vimeo page at 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

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

Revenue Neutral Rate

APPROVAL OF AGENDA

PETITIONS & PROCLAMATIONS

Welcoming Week 2023 Proclamation

VISITORS (Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next City Commission meeting unless an emergency situation does exist).

CONSENT CALENDAR

1. Approval of City Commission Special Meeting Minutes, August 18, 2023.
2. Approval of Commission Meeting Minutes, August 21, 2023.
3. Appropriation Ordinance No.17, September 5, 2023.
4. Cereal Malt Beverage License:
5. Approval of Appointments to fill two vacancies on the Dodge City Housing Authority Board.
6. Approval of the Bid for the Renovation of 906 Masterson, for the Community Development Block Grant through the Kansas Department of Commerce.

ORDINANCES & RESOLUTIONS

Resolution No. 2023- A Resolution of the City of Dodge City, Kansas to Levy a Property Tax Rate Exceeding the Revenue Neutral Rate.

UNFINISHED BUSINESS

NEW BUSINESS

1. Approval of the Thruow Addition Plat. Report by Nathan Littrell, Planning and Zoning Administrator.
2. Approval of the Proposal for Repainting the Three (3) Pool Areas of the Long Branch Lagoon Water Park. Report by Daniel Cecil, Director of Parks and Facilities.
3. Approval of Payment for Permanent Utility and Temporary Construction Easements for Hilmar Force Main and Purchase of Property for New Intermediate Pump Station. Report by Ray Slattery, Director of Engineering.
4. Approval of the Design Agreement for Loretta Ave. & MOU with School District for Design Fees. Report by Ray Slattery, Director of Engineering.

OTHER BUSINESS

STAFF REPORTS

EXECUTIVE SESSION

Confidential Data Relating to Financial Affairs or Trade Secrets of Third Parties

ADJOURNMENT

City of Dodge City

2024

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget General	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Unencumbered Cash Balance Jan 1	5,057,230	4,530,606	4,172,713
Receipts:			
Ad Valorem Tax	3,821,541	4,250,487	XXXXXXXXXXXXXXXXXX
Delinquent Tax	189,164	150,000	80,000
Motor Vehicle Tax	642,146	593,820	592,612
Recreational Vehicle Tax	3,794	3,120	3,816
16/20M Vehicle Tax	0	1,724	1,767
Commercial Vehicle Tax	33,883	29,957	31,281
Watercraft Tax	0	1,266	1,395
Gross Earning (Intangible) Tax	0		0
LAVTR	0		0
City and County Revenue Sharing	0		0
Mineral Production Tax			
Local Alcoholic Liquor	133,603	121,564	137,274
Compensating Use Tax			
Local Sales Tax	6,077,999	6,000,000	6,000,000
Franchise Tax	1,935,804	2,138,000	1,895,000
Licenses	465,813	275,475	280,775
Federal & State Grants	14,245	0	0
State Highway Maintenance	33,830	33,500	33,500
General Government - Sale of Labor & Ret	5,582	15,000	10,000
Misc Charges for Service	4,751	6,500	5,000
Amtrak Rent for Depot	13,000	13,000	13,000
Animal Control	48,748	40,000	48,000
Fines and Forfeitures	761,187	681,000	755,000
Police	269,699	250,000	270,000
Engineering Fees	10,934	5,000	7,500
Airport Fees	150,286	152,500	147,200
Cemetery Fees	102,988	100,000	98,000
Recreation Fees	600	0	0
Golf Course Fees	642,397	560,000	640,200
Zoo Contributions	711	0	0
Public Buildings & Grounds Rentals	138,540	110,000	138,000
Sale of Scrap Material			
Sale of Equipment & Real Estate	83,825	500	0
Contributions and Donations	144,090	20,000	0
Transfer From:			
Water	466,500	689,552	855,016
Wastewater	447,132	613,722	730,155
Sanitation	187,027	232,734	245,041
Charge to Parks and Recreation		50,000	50,000
Drainage Fund		95,722	99,248
Charge to Sales tax fund		150,000	150,000
CVB		150,000	150,000
Development & Growth		57,000	57,000
Sales tax			720,000
Biogas Franchise Fee		150,000	150,000
In Lieu of Taxes (IRB)	40,258	0	76,057
Interest on Idle Funds	147,302	20,000	200,000
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	17,017,379	17,761,143	14,671,837
Resources Available:	22,074,609	22,291,749	18,844,550

City of Dodge City

2024

Adopted Budget General Fund - Detail Page 1	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Expenditures:			
Commission			
Salaries	61,738	61,500	61,776
Contractual	19,599	8,650	13,950
Commodities	145	1,100	1,000
Capital Outlay	0	0	0
Total	81,482	71,250	76,726
Depot Train Station			
Salaries	19,458	26,587	26,668
Contractual	2,558	2,100	1,900
Commodities	456	1,200	450
Capital Outlay	0	0	0
Total	22,472	29,887	29,018
Administration			
Salaries	929,171	980,000	1,196,057
Contractual	353,300	327,050	418,425
Commodities	21,092	24,100	24,100
Capital Outlay	9,952	13,500	14,200
Transfer to Capital Equipment	19,516	20,000	20,000
Total	1,333,031	1,364,650	1,672,782
Information Systems			
Salaries	275,375	345,870	420,888
Contractual	1,887	6,000	10,600
Commodities	2,233	5,000	6,300
Capital Outlay	2,291	1,000	1,200
Total	281,786	357,870	438,988
Economic Development			
Salaries	375,978	429,900	471,153
Contractual			
Commodities			
Capital Outlay			
Total	375,978	429,900	471,153
Police			
Salaries	4,761,802	4,475,000	5,511,912
Contractual	400,918	482,980	534,950
Commodities	236,353	222,935	226,030
Capital Outlay	(57,741)	35,650	74,750
Transfer to Capital Equipment	74,981	73,010	75,000
Total	5,416,313	5,289,575	6,422,642
Animal Control			
Salaries	305,261	339,375	377,954
Contractual	78,486	79,490	87,230
Commodities	49,677	45,775	47,800
Capital Outlay	0	1,300	23,800
Transfer to Capital Equipment	10,994	11,000	11,000
Total	444,418	476,940	547,784
Fire			
Salaries	2,234,545	2,440,490	2,454,412
Contractual	119,952	79,500	85,500
Commodities	66,546	60,250	68,500
Capital Outlay	103	56,500	7,500
Transfer to Capital Equipment	74,681	67,000	75,000
Total	2,495,827	2,703,740	2,690,912
Page 1 - Total	10,451,307	10,723,812	12,350,005

City of Dodge City

2024

Adopted Budget General Fund - Detail Page 2	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Expenditures:			
Municipal Court			
Salaries	242,188	268,750	270,900
Contractual	262,598	235,250	254,200
Commodities	8,861	7,200	9,900
Capital Outlay	6,380	8,600	5,800
Total	520,027	519,800	540,800
Public Works			
Salaries	297,070	374,800	390,415
Contractual	456,932	453,800	458,600
Commodities	45,544	39,400	48,500
Capital Outlay	0	0	0
Transfer to Capital Equipment	93,600	93,600	93,600
Total	893,146	961,600	991,115
Engineering			
Salaries	354,977	351,350	466,861
Contractual	16,777	22,350	25,900
Commodities	10,712	9,950	12,850
Capital Outlay	1,976	4,000	4,000
Transfer to Capital Equipment	4,559	4,663	4,663
Total	389,001	392,313	514,274
Airport			
Salaries	103,663	143,710	163,270
Contractual	122,837	90,300	110,600
Commodities	37,097	38,800	38,500
Capital Outlay	(4,182)	0	0
Capital Lease Payment	41,016	41,016	0
Transfer to Capital Equipment	19,094	19,100	19,100
Total	319,525	332,926	331,470
Cemetery			
Salaries	126,555	148,860	151,429
Contractual	33,652	40,595	38,800
Commodities	21,950	22,300	23,500
Capital Outlay	0	0	0
Transfer to Capital Equipment	17,306	17,310	17,310
Total	199,463	229,065	231,039
Public Transportation			
Contractual	157,395	230,000	230,000
Transfer to Capital Equipment	16,621	16,625	16,625
Total	174,016	246,625	246,625
Recreation - Administration			
Contractual	(10,734)	16,500	16,500
Capital Outlay		25,000	25,000
Total	(10,734)	41,500	41,500
Parks			
Salaries	877,543	958,910	941,390
Contractual	122,001	122,020	124,400
Commodities	196,640	151,500	164,100
Capital Outlay	3,159	23,500	8,700
Transfer to Capital Equipment	79,454	79,460	80,000
Total	1,278,797	1,335,390	1,318,590
Page 2 -Total	3,763,241	4,059,219	4,215,413
Page 1 -Total	10,451,307	10,723,812	12,350,005
Grand Total	14,214,548	14,783,031	16,565,418

(Note: Should agree with general sub-totals.)

City of Dodge City

2024

Adopted Budget General Fund - Detail Page 3	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Expenditures:			
Zoo			
Salaries	104,811	151,710	118,170
Contractual	11,323	22,050	18,650
Commodities	35,441	43,050	23,875
Capital Outlay	0	10,000	0
Transfer to Capital Equipment	105,603	3,450	3,450
Total	257,178	230,260	164,145
Golf Course			
Salaries	433,255	467,850	542,269
Contractual	121,042	79,900	101,300
Commodities	305,568	211,600	291,100
Capital Outlay	0	16,700	16,700
Transfer to Capital Equipment	61,814	61,820	65,000
Total	921,679	837,870	1,016,369
Hennessey Hall			
Salaries	19,195	30,700	
Contractual	114,227	119,700	112,000
Commodities	11,280	16,600	11,350
Capital Outlay	0	12,000	10,000
Transfer to Capital Equipment	0	0	0
Total	144,702	179,000	133,350
Development Services			
Salaries	523,218	588,030	599,528
Contractual	167,169	198,000	254,300
Commodities	39,125	44,700	40,300
Capital Outlay	10,783	2,000	1,000
Transfer to Capital Equipment	10,644	10,645	11,000
Total	750,939	843,375	906,128
Non-Departmental			
Community Promotion/Contractual	274,138	94,000	138,200
Computer Upgrades	342,582	21,000	17,000
Appropriation to Communications	638,237	707,500	707,500
Additional COLA/Merit		400,000	660,000
Salary Survey		23,000	567,000
Emergency Reserve			1,700,000
Total	1,254,957	1,245,500	3,789,700
Total	0	0	0
Page 3 -Total	3,329,455	3,336,005	6,009,692
Page 2 -Total	3,763,241	4,059,219	4,215,413
Page 1 -Total	10,451,307	10,723,812	12,350,005
Grand Total	17,544,003	18,119,036	22,575,110

(Note: Should agree with general sub-totals.)

City of Dodge City

2024

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Debt Service			
Unencumbered Cash Balance Jan 1	13,718	7,529	19,619
Receipts			
Ad Valorem Tax	1,792,906	1,878,232	//////////
Delinquent Tax	81,689	70,000	60,000
Motor Vehicle Tax	275,791	278,693	261,867
Recreational Vehicle Tax	1,629	1,465	1,686
16/20M Vehicle Tax	0	809	781
Commercial Vehicle Tax	14,544	14,059	13,822
Watercraft Tax	0	594	617
Special Assessments	650,567	656,706	821,866
Transfer from Development & Growth	550,000	0	
Transfer from Biogas	810,000	500,000	800,000
Other Sources	402,920	550,000	300,000
Transfer from Drainage		112,050	112,050
Interest on Idle Funds	29	0	
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	4,580,075	4,062,608	2,372,689
Resources Available:	4,593,793	4,070,137	2,392,308
Expenditures:			
Principal payments	3,647,200	2,558,050	2,868,900
Interest on Bonds	939,064	792,468	1,063,877
2023 Issues		700,000	510,000
Cash Basis Reserve (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	4,586,264	4,050,518	4,442,777
Unencumbered Cash Balance Dec 31	7,529	19,619	//////////
2022/2023/2024 Budget Authority Amount	4,489,363	4,050,518	4,442,777
	Non-Appropriated Balance		
See Tab A	Total Expenditure/Non-Appr Balance		4,442,777
	Tax Required		2,050,469
	Delinquent Comp Rate 1.6%		31,782
	Amount of 2023 Ad Valorem Tax		2,082,251

Adopted Budget	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Library			
Unencumbered Cash Balance Jan 1	36,314	76,494	40,011
Receipts			
Ad Valorem Tax	900,520	886,679	//////////
Delinquent Tax	42,100	40,000	30,000
Motor Vehicle Tax	143,374	141,259	123,623
Recreational Vehicle Tax	847	742	796
16/20M Vehicle Tax	0	410	369
Commercial Vehicle Tax	7,579	7,126	6,323
Watercraft Tax	0	301	291
Payment in lieu of tax	5,763		3,504
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,100,183	1,076,517	165,108
Resources Available:	1,136,494	1,153,011	205,119
Expenditures:			
Appropriation to Library Board	1,060,000	1,113,000	1,113,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	1,060,000	1,113,000	1,113,000
Unencumbered Cash Balance Dec 31	76,494	40,011	//////////
2022/2023/2024 Budget Authority Amount	1,060,000	1,113,000	1,113,000
	Non-Appropriated Balance		
	Total Expenditure/Non-Appr Balance		1,113,000
	Tax Required		907,881
	Delinquent Comp Rate 1.6%		14,072
	Amount of 2023 Ad Valorem Tax		921,953

CPA Summary

City of Dodge City

2024

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Library Employee Benefits Fund			
Unencumbered Cash Balance Jan 1	1,586	8,532	7,580
Receipts:			
Ad Valorem Tax	191,676	190,549	*****
Delinquent Tax	9,213	10,000	5,000
Motor Vehicle Tax	30,276	30,073	26,567
Recreational Vehicle Tax	179	158	171
16/20M Vehicle Tax	0	87	79
Commercial Vehicle Tax	1,602	1,517	1,402
Watercraft Tax	0	64	63
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Re			
Total Receipts	232,946	232,448	33,282
Resources Available:	234,532	240,980	40,862
Expenditures:			
Appropriation to Library Board	226,000	233,400	233,400
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Ex			
Total Expenditures	226,000	233,400	233,400
Unencumbered Cash Balance Dec 31	8,532	7,580	*****
2022/2023/2024 Budget Authority Amount	226,000	233,400	233,400
	Non-Appropriated Balance		
	Total Expenditure/Non-Appr Balance		
			233,400
			Tax Required
			192,538
			Delinquent Comp Rate 1.6%
			2,984
			Amount of 2023 Ad Valorem Tax
			195,522

Adopted Budget	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Capital Improvement Fund			
Unencumbered Cash Balance Jan 1	816,190	738,249	30,516
Receipts:			
Ad Valorem Tax	154,394	134,325	*****
Delinquent Tax	6,812	7,500	5,000
Motor Vehicle Tax	24,158	23,985	18,728
Recreational Vehicle Tax	143	126	121
16/20M Vehicle Tax	0	70	56
Commercial Vehicle Tax	1,272	1,210	989
Watercraft Tax	0	51	44
Transfer from Biogas	307,158	325,000	500,000
Contributions & Donations	76,000		
Rent			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Re			
Total Receipts	569,937	492,267	524,938
Resources Available:	1,386,127	1,230,516	555,454
Expenditures:			
Public Safety	118,440		
Other		1,200,000	1,000,000
Public Buildings & Grounds	139,830		
Library	389,000		
Airport Match	608		
Commodities			
Quality of Life CIP			
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Ex			
Total Expenditures	647,878	1,200,000	1,000,000
Unencumbered Cash Balance Dec 31	738,249	30,516	*****
2022/2023/2024 Budget Authority Amount	830,000	1,200,000	1,000,000
	Non-Appropriated Balance		
	Total Expenditure/Non-Appr Balance		
			1,000,000
			Tax Required
			444,546
			Delinquent Comp Rate 1.6%
			6,890
			Amount of 2023 Ad Valorem Tax
			451,436

CPA Summary

City of Dodge City

2024

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget	Prior Year	Current Year	Proposed Budget
Special Liability Fund	Actual for 2022	Estimate for 2023	Year for 2024
Unencumbered Cash Balance Jan 1	0	64	7,431
Receipts			
Ad Valorem Tax	387,778	476,451	*****
Delinquent Tax	18,718	15,000	12,500
Motor Vehicle Tax	63,361	60,256	66,428
Recreational Vehicle Tax	374	317	428
16/20M Vehicle Tax	0	175	198
Commercial Vehicle Tax	3,326	3,040	3,506
Watercraft Tax	0	128	156
Charge to Sales Tax Fund		120,000	140,000
Charge to Water		120,000	180,000
Charge to Wastewater		90,000	150,000
Charge to Sanitation		50,000	100,000
Charge to Biogas		92,000	150,000
Contributions & Donations		180,000	180,000
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Re			
Total Receipts	473,557	1,207,367	983,216
Resources Available:	473,557	1,207,431	990,647
Expenditures			
Contractual Services	473,493	1,200,000	1,400,000
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	473,493	1,200,000	1,400,000
Unencumbered Cash Balance Dec 31	64	7,431	*****
2022/2023/2024 Budget Authority Amount	1,165,907	1,200,000	1,400,000
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	1,400,000
		Tax Required	409,353
Delinquent Comp Rate	1.6%		6,345
Amount of 2023 Ad Valorem Tax			415,698

Adopted Budget	Prior Year	Current Year	Proposed Budget
0	Actual for 2022	Estimate for 2023	Year for 2024
Unencumbered Cash Balance Jan 1		0	0
Receipts			
Ad Valorem Tax		0	*****
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Re			
Total Receipts	0	0	0
Resources Available:	0	0	0
Expenditures			
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	0	0	0
Unencumbered Cash Balance Dec 31	0	0	*****
2022/2023/2024 Budget Authority Amount	0	0	0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
Delinquent Comp Rate	1.6%		0
Amount of 2023 Ad Valorem Tax			0

CPA Summary



Welcoming Week 2023 Proclamation

WHEREAS, all individuals, including immigrants and refugees, are a vital part of our community - bringing fresh perspectives and new ideas, starting businesses, and contributing to the vibrant diversity that we all value; AND

WHEREAS, Dodge City's success depends on making sure that all individuals feel welcome here; AND

WHEREAS, regardless of where we are born or what we look like, we are Dodge City united in our efforts to make our community more prosperous and more inclusive to all who call it home; AND

WHEREAS, Dodge City has celebrated Welcoming Week since 2013 making this year the City's 10th annual celebration of Welcoming Week; AND

WHEREAS, this week, we honor the spirit of unity that is bringing neighbors together to make Dodge City the kind of place where people from around the world feel valued and want to put down roots.

NOW, THEREFORE, I, Michael Burns, Mayor of the City of Dodge City, do hereby proclaim the week of September 8th, 2023 through September 17th, 2023 as

Welcoming Week in Dodge City

I invite all Dodge City residents to join this movement of communities nationwide by renewing our commitment to acting in the spirit of welcoming.

ATTEST:

Michael Burns, Mayor

Connie Marquez, City Clerk

CITY COMMISSION SPECIAL MEETING MINUTES

City Hall Commission Chambers

Friday, August 18, 2023

7:30 a.m.

MEETING #5255

CALL OR ORDER

ROLL CALL Mayor Michael Burns, Commissioners Joseph Nuci, Chuck Taylor, Kent Smoll, Commissioner Sowers joined the meeting a few minutes after roll call.

EXECUTIVE SESSION

At 7.35 a.m. Commissioner Joseph Nuci moved that the City Commission recess into executive session pursuant to the privileged consultation with the City's Attorney found in K.S.A. 75-4319(b)(2). The justification for closing the meeting is to discuss pending claims and possible litigation involving the City, along with advice from counsel. The open meeting will resume in the City Commission Chambers in 60 minutes at 8:30 a.m. Commissioner Kent Smoll seconded the motion. The motion carried 4 – 0.

The City Commission will not take action upon returning to open session and prior to adjournment.

ADJOURNMENT

Commissioner Joseph Nuci moved to adjourn the meeting. Commissioner Chuck Taylor seconded the motion. The motion carried 5 – 0

ATTEST:

Mayor

City Clerk

CITY COMMISSION MEETING MINUTES

City Hall Commission Chambers

Monday, August 21, 2023

7:00 p.m.

MEETING #5256

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

2. Or watch it on our Vimeo page at 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 Michael Burns, Commissioner Joseph Nuci, Rick Sowers, Chuck Taylor, Kent Smoll

INVOCATION by Minister Dusty Cookson of First Church of Christ

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

PETITIONS & PROCLAMATIONS

VISITORS (Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next City Commission meeting unless an emergency situation does exist).

CONSENT CALENDAR

1. Approval of City Commission Work Session Minutes, August 7, 2023.
2. Approval of City Commission Meeting Minutes, August 7, 2023.
3. Appropriation Ordinance No.16, August 21, 2023.
4. Cereal Malt Beverage License:
 - a. Dillons Store, 1700 N. 14th Avenue
5. Approval of Change Order #1 for Iron Road (14th Ave. to 6th Ave.) Improvements.

Commissioner Kent Smoll moved to accept the consent calendar as presented. Commissioner Joseph Nuci seconded the motion. The motion carried unanimously.

ORDINANCES & RESOLUTIONS

Ordinance No. 3803: An Ordinance Regulating Traffic within the Corporate Limits of the City of Dodge City, Kansas; Incorporating by Reference the “2023 Standard Traffic Ordinance for

Kansas Cities” and Repealing Ordinance No. 3779 was approved on a motion by Commissioner Rick Sowers. Commissioner Chuck Taylor seconded the motion. The motion carried unanimously.

Ordinance No. 3804 An Ordinance Regulating Public Offenses within the Corporate Limits of the City of Dodge City, Kansas; Incorporating by Reference the “Uniform Public Offense Code for Kansas Cities, Edition 2023” and Repealing Ordinance No. 3780 was approved on a motion by Commissioner Kent Smoll. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

UNFINISHED BUSINESS

NEW BUSINESS

1. Commissioner Chuck Taylor moved to approve for the Outlaw Productions to continue to Operate/Promote the Dodge City Raceway Park for the 2024 Season. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.
2. Commissioner Joseph Nuci moved to approve of United Village Addition Plat. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.
3. Commissioner Rick Sowers moved to approve the quotes from Kansas Dirt Inc. in the amount of \$838,129.74 and Building Solutions in the amount of \$5,712,196.50 for the for United Village infrastructure improvements Commissioner Chuck Taylor seconded the motion. The motion carried unanimously.
4. Commissioner Kent Smoll moved to approve the bid from DTD, Inc. in the amount of \$66,920.55 for Legends Park lot repair Commissioner Joseph Nuci seconded the motion. The motion carried unanimously.

OTHER BUSINESS

STAFF REPORTS

ADJOURNMENT

Commissioner Chuck Taylor moved to adjourn the meeting. Commissioner Joseph Nuci seconded the motion. The motion carried unanimously.

ATTEST:

Mayor

City Clerk



Memorandum

To: City Commission; CC: City Manager Nick Hernandez

From: Collin Clark, Public Information Officer

Date: September 5, 2023

Subject: Approval of appointments to fill two vacancies on the Dodge City Housing Authority Board and one vacancy on the Airport Advisory Board

Agenda Item: Consent Calendar

Purpose: To fill the vacancies of two positions on the Dodge City Housing Authority Board and one vacant position on the Airport Advisory Board

Recommendation: Approve the appointment of Mollea Wainscott to fill the vacant position on the Dodge City Housing Authority Board. Also, approve the appointment of Debbie Snapp to fill the vacant position on the Dodge City Housing Authority Board.

Approve the Appointment of Carlos Alexis Bautista Toloza to fill the vacant position on the Airport Advisory Board.

Background: In late August, Collin Clark, Public Information Officer, received an Application from Mollea Wainscott for the Dodge City Housing Authority. If appointed, Mollea Wainscott will be filling a vacant position. In addition, Collin Clark received an application from Debbie Snapp for the Dodge City Housing Authority. If appointed, Debbie Snapp will be filling a vacant position. Collin Clark also received an application from Carlos Alexis Bautista Toloza for the Airport Advisory Board. If appointed, Carlos Alexis Bautista Toloza will be filling a vacant position.

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 Appointees

Approved for the Agenda by: _____

A handwritten signature in black ink, appearing to read "C. Clark".

Public Information Officer

Name, Title



APPLICATION FOR CITY OF DODGE CITY ADVISORY BOARDS

NAME: Mollea Wainscott OCCUPATION: Asst. Director of Economic I
ADDRESS: 1607 11th Ave, Dodge City TELEPHONE: 620-255-2682
E-MAIL: molleaw@dodgecity.org

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*):
Housing Authority Board

Tell us about your educational background:

School	Dates Attended	Major
<u>DCCC, 2009, Information Technology, Association of Applied Science</u>		
<u>Fort Hays State University, 2018, General Business</u>		

Work history:

Job and Title	Dates of Employment
<u>Assistant Director of Economic Development, City of Dodge City</u>	<u>9/20/15 - present</u>



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:

No

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

I served on the Housing Authority Board in 2020.

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

I work with housing in Economic Development. I manage a non-profit housing organization.

Signature: Mollea Wainscott

Date: 08/29/23

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

E-mail: collinc@dodgecity.org.

Thank you for your interest!



APPLICATION FOR CITY OF DODGE CITY ADVISORY BOARDS

NAME: _____ OCCUPATION: _____

ADDRESS: _____ TELEPHONE: _____

E-MAIL: _____

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*):

Tell us about your educational background:

School

Dates Attended

Major

Work history:

Job and Title

1872

Dates of Employment



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:

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

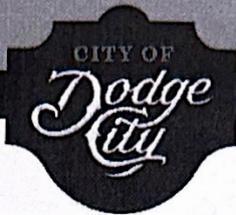
Tell us about other qualifications you have which you feel qualify you for an appointment.

Signature: Deborah J Snapp, LBSW Date: _____

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

E-mail: collinc@dodgecity.org.

Thank you for your interest!



APPLICATION FOR CITY OF DODGE CITY ADVISORY BOARDS

NAME: Carlos Alexis Bautista Toloza OCCUPATION: Base Aviation Manager & FW Pilot EagleMed LLC.
 ADDRESS: 100 Airport Rd, Dodge City, KS 67801 TELEPHONE: 785-559-8842
 E-MAIL: carlos.bautista@gmr.net

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):

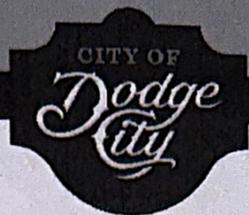
EagleMed LLC. Air Ambulance Medevac Services, from and around Dodge City, KS towns to the main cities like, Denver, Kansas City, Wichita, Oklahoma City, Amarillo, Dallas, Houston.

Tell us about your educational background:

School	Dates Attended	Major
Emporia State University	05/19-12/22	MBA-MSIT
Flight Safety International	01/23	King Air C90B Type rating
Escuela de Administracion de Negocios (Bogota DC. Colombia)	07/06	Business Administrator
Colombian National Police Aviation School	06/04	Fix Wing Pilot

Work history:

Job and Title	Dates of Employment
EagleMed LLC . Base Aviation Manager & FW Pilot	12/20/2022
Emporia State University Graduate Administrative Assistant	01/20-12/22
Central Air Southwest Airlines FW Pilot	08/22-12/22
Colombian National Police FW Pilot Narcotics Division	01/99-07/20



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:

Four horizontal lines for providing an explanation.

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

Yes, Vicepreident in the Hispanic American Leader Ship Organization at ESU,

Member of tgher boadr for the Colombian National Police Aviation School and the Airport in Sansebastian de mariquita (Tolima)

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

Instrument Instructor Pilot Issued by USAF IAAFA program in San Antonio, TX

Air and Airport enviroments Officer Safety Issued By General Santander National Polices Schools

Signature:

Handwritten signature

Date:

08/11/2023

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.

Thank you for your interest!



Memorandum

To: City Manager, City Commissioners
From: Mollea Wainscott, Assistant Director of Economic Development
Date: 09/05/23
Subject: CDBG Bid Approval
Agenda Item: Consent Calendar

Recommendation: Staff recommends approving the attached bid from L.R. Lee Contracting for the renovation of 906 Masterson, for the Community Development Block Grant through the Kansas Department of Commerce in the amount of \$24,623.00

Background: On August 16, 2021, the City of Dodge City approved Resolution number 2021-20, approving the application for assistance for a Community Development Block Grant. The Kansas Department of Commerce approved the City of Dodge City's project application for \$300,000.

On April 4, 2022, the City of Dodge City approved the Contractor Guidelines for the CDBG grant. The City of Dodge City has two approved contractors on the bidders list.

On January 5, 2023, all contractors on the approved bidders list received a bid specification and proposal form for the renovations at 1012 Longbranch. The City received a bid from L.R. Lee Contracting.

Justification: Housing continues to be a constant challenge in the Dodge City/Ford County area. The City of Dodge City recognizes the need to use strategic rehabilitation and housing conservation to strengthen home values in our aging neighborhoods.

Financial Considerations: None at this time.

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

Legal Considerations: None

Attachments: Bids



P.O. Box 997
1200 13th Ave
Dodge City KS, 67801
Phone #: 620-227-6683
Toll Free #: 866-354-6683
Fax #: 620-227-6689

May 4, 2023

Raymond Griffin
906 Masterson
Dodge City Ks. 67801

Re: CDBG Project.

Per. Brady Wiens, Dodge City Inspection. No lead requirements are needed.
We will complete all work as follows.

- Install new metal Insulated front door and new white wood core storm door.
- Install Metal insulated door between garage and kitchen.
- Install 4 egress windows with well and ladders, with inside and outside trim on windows.

Note. The North West window will require us removing the front porch steps, and cutting the sidewalk concrete for installation.

Then run new sidewalk to the front of the porch, pour concrete steps, and close railing on the north side where steps were removed.

The steps will be concrete, no brick edge trim will be installed on steps.

- Install an additional breaker box on the existing meter jar for main disconnect, and painting the existing box.
- Blow additional insulation in the house area only to achieve an R 38 rating.

For the sum. \$ 24,623.00

NOTE, Due to rising material and fuel cost, The estimate has to be signed and returned in 10 days.
Material price changes will be adjusted in this estimate.

Authorized signature: _____

Leon R. Lee.

Note: This estimate may be withdrawn, if not accepted within **10 days.**

Acceptance of this Estimate, sign and date

Date: _____

Signature: _____

Payment in full, to be made upon completion of work.

If bid is accepted, Please sign and return, *signed copy.*



Memorandum

To: Nick Hernandez, City Manager and City Commissioners

From: Nicole May, Finance Director

Date: August 31, 2023

Subject: Resolution 2023-30

Agenda Item: Ordinances and Resolutions

Purpose: The City is anticipating exceeding the Revenue Neutral Rate (RNR). The RNR for the 2024 budget is 39.006. The anticipated mill levy for the 2024 budget is 39.198. The total mill levy for the 2023 budget is 43.448.

Recommendation: City staff recommends approving Resolution 2023-30 allowing the City to exceed the RNR.

Background: Resolution 2023-30 is a resolution that allows the levied property tax rate to exceed the Revenue Neutral Rate.

In March 2021, the Legislature approved Senate Bill 13 requiring any taxing subdivision that intends to exceed their Revenue Neutral Rate to give additional notice and have a public hearing prior to the adoption of the budget. The County Clerk has notified all taxpayer's of the revenue neutral rate hearings and levy changes and it was also published in the Dodge Globe.

The Revenue Neutral Rate for the City of Dodge City calculated by the Ford County Clerk is 39.006. The anticipated rate needed for the 2024 budget is 39.198, exceeding the Revenue Neutral Rate by .192. This is still 4.25 mills less than the 2023 budget. The City may adopt a budget with a mill levy less than this anticipated mill levy but the final budget cannot exceed this mill levy.

City Commission Options:

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

Financial Considerations: None

Amount \$:

Fund: Dept: Expense Code:

Budgeted Expense Grant Bonds Other

Legal Considerations: All legal considerations are satisfied with the Public Hearing and Resolution.

Mission/Values: We value progress and growth for the community's future.

Attachments: Notice of Revenue Neutral Rate Intent and Resolution 2023-30.

Approved for the Agenda by:

A handwritten signature in black ink that reads "Nicole May". The signature is written in a cursive, flowing style.

Nicole May, Finance Director

A RESOLUTION OF THE CITY OF DODGE CITY, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the City of Dodge City was calculated as 39.006 mills by the Ford County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the City of Dodge City will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on September 5, 2023 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the City of Dodge City, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY:

The City of Dodge City shall levy a property tax rate exceeding the Revenue Neutral Rate of 39.006 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 5th day of September 2023 and **SIGNED** by the Mayor.

Mayor

Attested:

City Clerk



Memorandum

To: Nick Hernandez, City Manager and City Commissioners
From: Nathan Littrell, Planning & Zoning Administrator
Date: September 5, 2023
Subject: Thurow Addition Plat
Agenda Item: New Business

Purpose: The applicant wishes to plat this property zoned R-2 Residential Medium Density to allow for the creation and development of two residential lots.

Recommendation: It is City Staff's recommendation to approve this plat. On Aug. 22, 2023, the Planning Commission reviewed and voted 4-0 to recommend approval of the plat. The plat does not conflict with the City's Comprehensive Plan.

Background: The area the lots will occupy was previously part of Thurow Park. The City Commission voted to approve the transfer of this property to CHAD for the development of two residential lots on July 17th, 2023. The two lots meet the lot size requirements for R-2 Residential Medium Density. Both lots have access to City water and sewer.

City Commission Options:

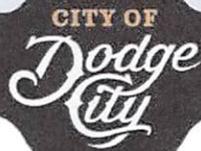
1. Approve
2. Disapprove
3. Disapprove with recommended revisions
4. Table for further discussion

Financial Considerations: None

Legal Considerations: None

Mission/Values: Approving this plat will encourage and support growth and development in our community.

Attachments: Plat Application, Map, Plat



Case No. 23-10

Date Filed 8/14/23

Application for Plat Approval

Name of Subdivision Thurrow Addition

General Location 1304 + 1306 military

Name of Property Owner CHAD Phone _____

Address 101 E Wyatt Earp

Name of Agent _____ Phone _____

Address _____

Name of Surveyor Ben Rumbaugh Phone _____

Address _____

Subdivision Information:

A. Gross Acreage of Plat .52 (Ac.)

B. Number of Lots:

1. Residential 2

2. Commercial NA

3. Industrial NA

4. Other NA

C. Minimum Lot Frontage 50'

D. Minimum Lot Area 6000 sq'

E. Existing Zoning RZ

F. Proposed Zoning RZ

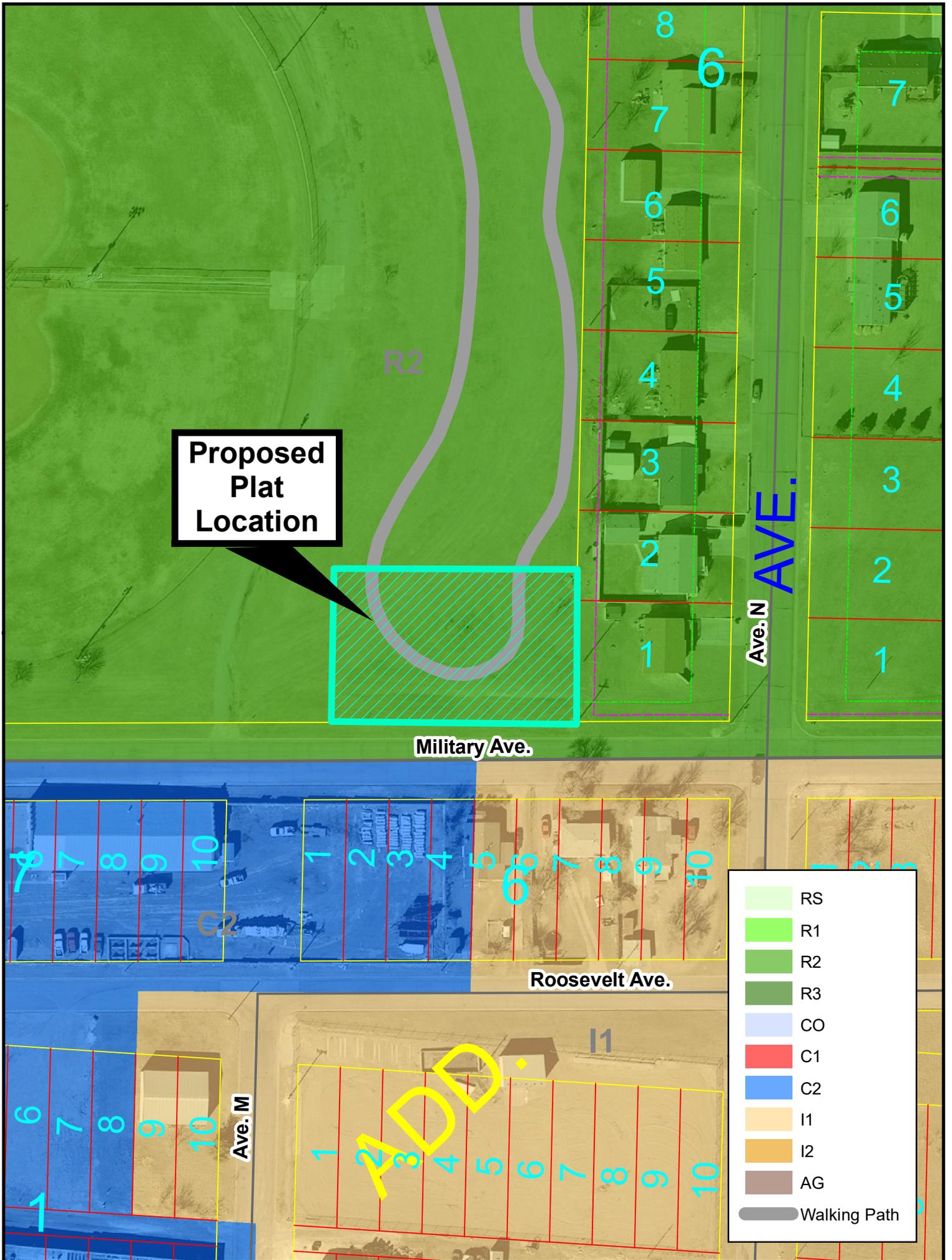
G. Public Water Supply Yes No _____

H. Public Sanitary Sewers Yes No _____

Office Use Only:

Received in the office of the Zoning Administrator on Aug 14, 2023, together with the appropriate fee of \$ N/C

Jh Adams - Director of Development Services
Name and Title



**Proposed
Plat
Location**

R2

Ave. N
AVE.

Military Ave.

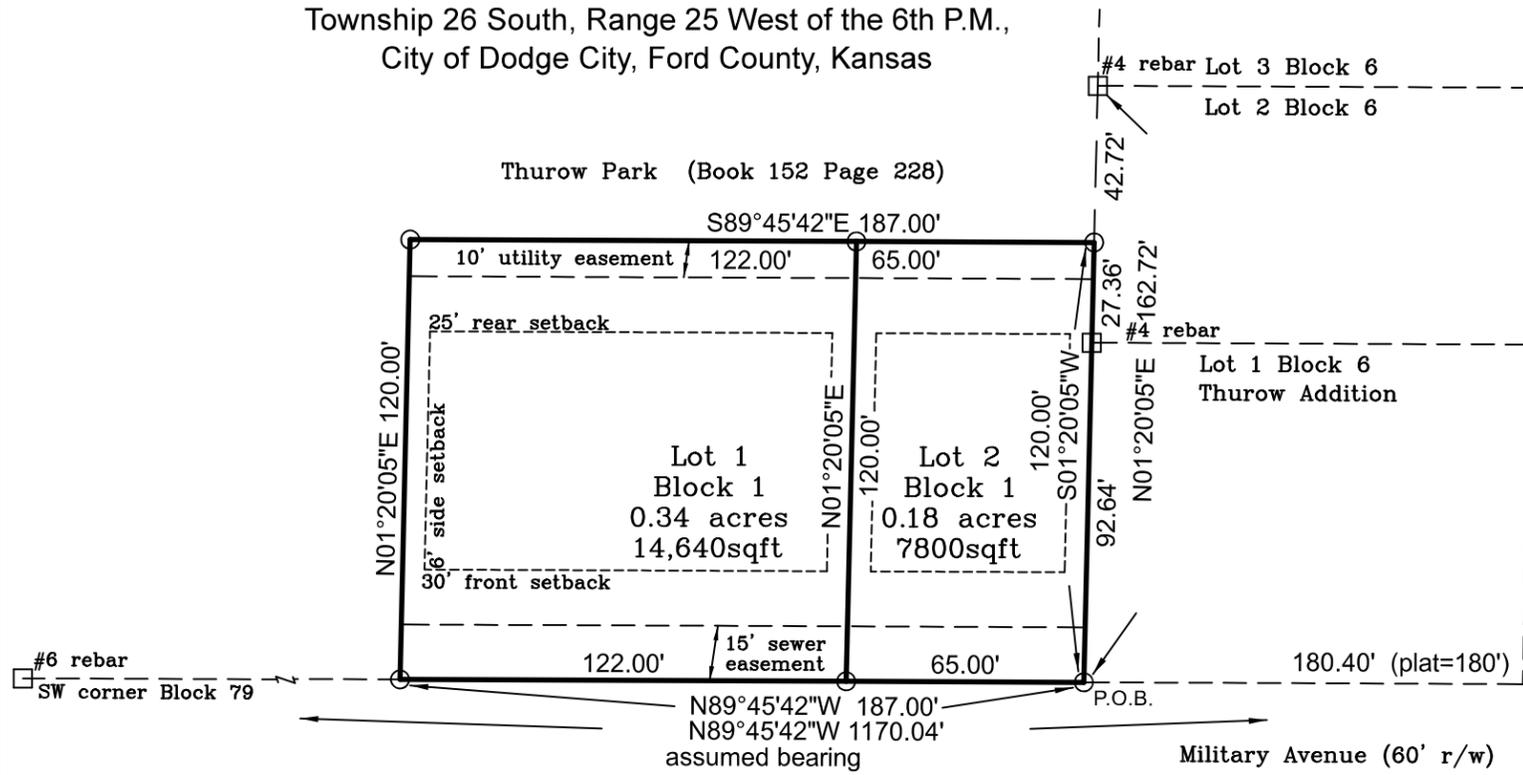
Roosevelt Ave.

Ave. M

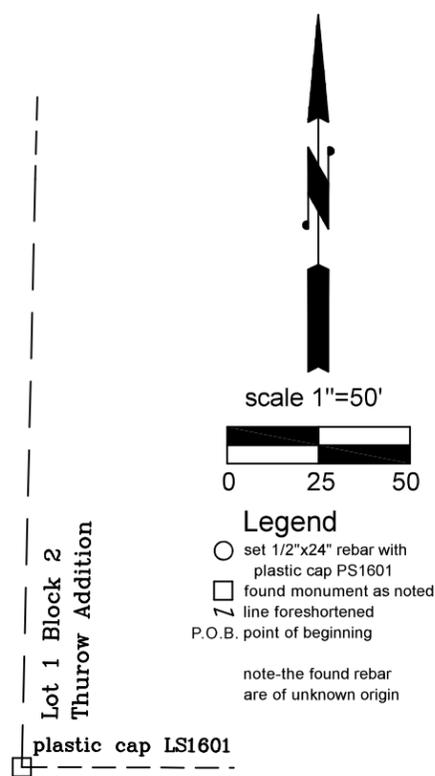
ADD.

- RS
- R1
- R2
- R3
- CO
- C1
- C2
- I1
- I2
- AG
- Walking Path

Thurrow Park Addition
a part of the West 600' of Gov't Lot 8, Section 25,
Township 26 South, Range 25 West of the 6th P.M.,
City of Dodge City, Ford County, Kansas



Sughrue Avenue (60' r/w)



REGISTER of DEEDS CERTIFICATE:
STATE OF KANSAS)
COUNTY OF FORD)

This is to certify that this instrument was filed for record in the office of the Ford County Register of Deeds on this _____ day of _____, 2023 at _____ o'clock __M in Cabinet/Slide # _____, Doc ID # _____ and is duly recorded.

Brenda Pogue, Ford County Register of Deeds
Fee total \$ _____

TRANSFER RECORD CERTIFICATE:

This is to certify that this instrument was entered into the Transfer Record on this _____ day of _____, 2023.

Debbie Cox, Ford County Clerk
DODGE CITY PLANNING COMMISSION
State of Kansas)
County of Ford)

This plat has been submitted to and is hereby approved by the Dodge City Planning Commission this _____ day of _____, 2023.

Tom Taylor, Chairman

Nathan Littrell, Secretary

THE CITY OF DODGE CITY, KANSAS
State of Kansas)
County of Ford)

All Easements described on this Plat are hereby accepted by the Governing Body of the City of Dodge City, Kansas, and are hereby dedicated this _____ day of _____, 2023.

Michael Burns, Mayor

Attest: Connie Marquez, City Clerk

OWNER CONSENTS AND DEDICATIONS:
KNOW ALL MEN BY THESE PRESENTS: that The City of Dodge City is the owner of that land included on the plat shown hereon, and that it is the only entity whose consent is necessary to pass clear title to said land and that it hereby consents to the making and recording of said plat and it here by dedicates said plat to the public.

IN WITNESS WHEREOF this dedication is executed this ____ day of _____, 2023.

Michael Burns, Mayor
City of Dodge City

County of Ford)ss
State of Kansas)

On this this ____ day of _____, 2023, this dedication was acknowledged before me by Michael Burns, Mayor of Dodge City.

In testimony whereof, I have set my hand and affixed my official seal at my office in the County and State aforesaid, the day and year first above written.

Notary Public
My commission expires: _____

SURVEYOR
I, Benjamin A. Rumbaugh, do hereby certify that I am a Professional Land Surveyor in the State of Kansas and that the property described hereon was surveyed by me on 8-14-2023, and all of the monuments shown exist and their positions are correct to the best of my knowledge.

FORD COUNTY REVIEW SURVEYOR
I, hereby certify, that this survey plat was reviewed by me, Ed Elam, and that it is in compliance with K.S.A. 58-2005 and the Kansas Minimum Standards for Boundary Surveys.

NOTES:
1) Some utilities and improvements have not been shown by agreement with the client.
2) This property is zoned R2. Building setbacks are shown.

EXTERIOR PLAT LEGAL DESCRIPTION:
A portion of the west 600 feet of Lot 8 of Section 25, Township 26 South, Range 25 West of the 6th P.M., City of Dodge City, Ford County, Kansas more particularly described on 8-14-2023 by Ben Rumbaugh, PS1601, as Beginning at the Southwest corner of Lot 1, Block 6, Thurrow Addition to Dodge City, THENCE along the northerly right of way of Military Avenue N89°45'42"W 187.00 feet, THENCE N01°20'05"E 120.00 feet, THENCE S89°45'42"E 187.00 feet to the westerly line of said Block 6, Thurrow Addition, THENCE along said westerly line S01°20'05"W 120.00 feet to the Point of Beginning.
This exterior description contains 0.51 acres.
This description forms a parallelogram and closes perfectly.

	Ford County GIS/Survey 100 Gunsmoke Dodge City, KS 67801 620-385-0547	<p align="center">Thurrow Park Addition a part of the West 600' of Gov't Lot 8, Section 25, Township 26 South, Range 25 West of the 6th P.M., City of Dodge City, Ford County, Kansas</p>	Date - 8-14-2023 Project# Thurrow Park Sheet of 1 of 1 Revisions 0
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Memorandum

To: Ford County Commission and City of Dodge City Commission

From: Daniel Cecil, Director of Parks & Facilities

Date: September 5, 2023

Subject: Approval of Long Branch Lagoon pool painting project.

Agenda Item: New Business

Recommendation: The Community Facility Advisory Board (CFAB) and staff recommend the approval of the proposal from Wildcat Painting to repaint the three pool areas of Long Branch Lagoon before the start of the 2024 aquatic season.

Background: Long Branch Lagoon has been in operation since the summer of 2016. City staff has made yearly touch ups to the paint every year as it chipped or flaked from summer use and exposure to the elements. A specific epoxy paint must be used to help seal the concrete, handle the chemicals that are used to treat the water and handle the wear and tear of yearly use. These pools have never had a complete repainting since the facility opened. Repainting is recommended every five to seven years depending on the severity of paint loss in the pool. The facility is now in year eight of operation.

Justification: A request for proposals (RFP) was put out to the public in July, requesting bids to repaint the 50-meter pool, lazy river and kid pool areas with the same paint that was originally applied to those areas. Six proposals were received from various vendors, some to paint and patch as requested and others to do more concrete work or refinish the pools with a different coating. Bids ranged in cost from \$73,500 to \$367,000 which are reflected on the attached bid sheet. Wildcat Painting was the low bid. They have a history of working on pools and water parks like Long Branch Lagoon and providing a clean quality product when they complete a project. They will use all Tnemec epoxy patch and paint on our pools, as requested in the RFP. On August 30, 2023, the Community Facilities Advisory Board voted unanimously to approve the Wildcat Painting recommendation.

Financial Considerations: The cost of repainting the pools would be \$73,500. This is not a budgeted project, but funds are available in Fund 112, Depreciation and Replacement, to cover the cost of all work associated with the proposal.

Purpose/Mission: This project is consistent with the City's goal of making Dodge City the best place to live and preserving our facilities to last into the future.

Legal Considerations: None

Attachments: Bid sheet & Long Branch Lagoon Painting RFP and Addendum

Long Branch Lagoon Painting- RFPs August 18, 2023

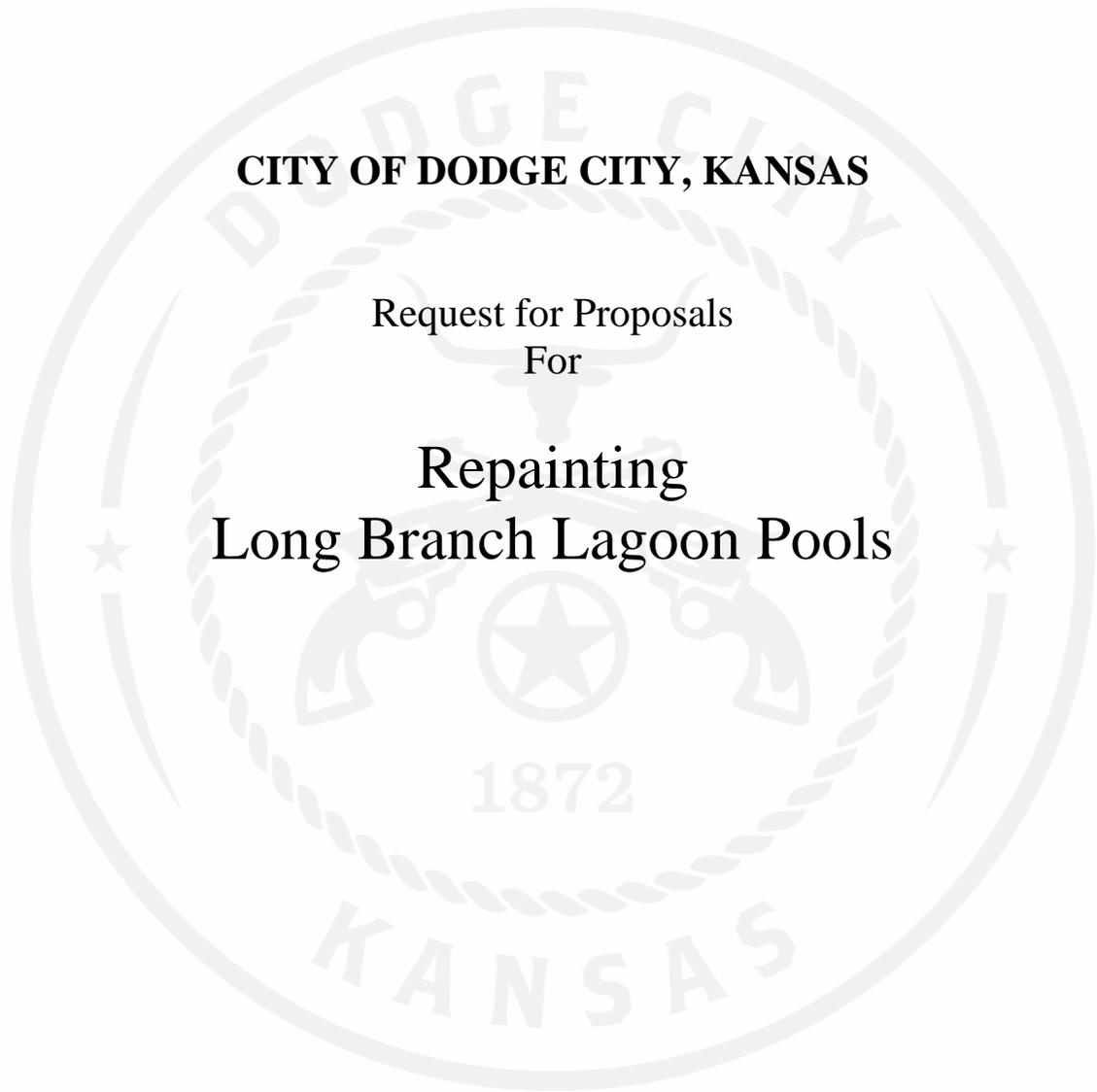
Vender	Project Cost	Tnemec	Comments
Wildcat Painting	\$73,500.00	Tnemec Series 66 Epoxy	
Mongan Painting & Sandblasting	\$75,535.00	Tnemec Series 161 Hi-Build Epoxoline II	
R-Torrey Construction	\$97,740.00	Tnemec Series 161 Hi-Build Epoxoline II	
Utility Maintenance Contractors, LLC	\$142,975.00	Tnemec Series 161	
USA Construction	\$178,000.00	Tnemec Series 66	
TMI Coatings, Inc.	\$367,000.00	Tnemec Series 66 Epoxy	



CITY OF DODGE CITY, KANSAS

Request for Proposals
For

Repainting
Long Branch Lagoon Pools



CITY OF DODGE CITY, KANSAS
Request for Proposals
For
Repainting
Long Branch Lagoon Pools

The City of Dodge City (Dodge City) is requesting proposals from qualified solution providers (Solution Provider) to repaint the pools at the Long Branch Lagoon in Dodge City Kansas. The Scope of Work section of this Request for Proposal (RFP) describes the general products, needs and services required for this project.

Sealed Responses should be mailed or delivered to:

RFP: Repainting LBL

City Hall: Dodge City
Attn: Ryan Reid
806 N. 2nd Avenue
Dodge City, KS

Emailed proposals to bids@ryantreid.com are also allowed. If proposals are emailed, please get confirmation that they were received. Subject line should read: RFP: Repainting LBL

Proposals must be received by 10:00 a.m., Friday August 18th, 2023.

Dodge City is not liable for any cost incurred by vendors in preparing their response to this RFP. Respondents may be asked to clarify or expand upon information provided. Any RFP response after the deadline may be disqualified. Bidders should make necessary efforts to view the site and familiarize themselves with the building and layout as part of their bid preparation process.

Requests for information or clarification concerning the RFP shall be submitted to:

Ryan Reid
Director of Administrative Services
City of Dodge City
rtreid@dodgecity.org

General Information

The City of Dodge City is requesting proposals from qualified solution providers to provide a solution to repaint the Long Branch Lagoon Pools. Proposals should outline a complete turnkey operation.

Scope of Work

Any variance from specifics listed should be noted with an explanation (if different paint is to be used by the vendor, etc.).

*Surfaces of the pool should be pressure washed, patched where needed. There are places on wave pool where paint has peeled.

*Expected pool paint is Tnemec Series 66 Epoxy. For touch ups, the surface should be roughed with 80 grit sandpaper, debris removed, and area wiped with MEK solvent and the surface must be dry.

*Expected amounts/type of paint:

- 500 gallons Tnemec Series 66 Spring Rain
- 50 gallons: Tnemec Series 66 Herbal Tea
- 20 gallons: Tnemec Series 66 Black
- 6 gallons: Tnemec Series 66 Fountain Blue

Vendor Requirements

- Vendor proposal shall include proof of worker's compensation insurance as well as liability insurance and auto insurance and specify amounts of coverages.
- Vendor proposal shall include site safety and post-work clean up plan.
- Vendor proposal shall include timeline for when the work will start and how long it will take. The City requires the work done between September 5th and April 2024.
- Proposals must remain valid for 60 (sixty) days from the due date.
- Proposers should also include two references of sites of this scale that took place in the last three years.

The City of Dodge City reserves the right to reject any and all proposals or cancel this request for proposal.

Anti-Discrimination: Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work, and services performed under the terms of any contract ensuing from this RFP.

EEO/AA/MBE-WBE Policy: The City of Dodge City has adopted a policy wherein all contracts over \$10,000 shall include specific provisions to ensure equal employment opportunity and that all Contractors provide evidence of the adoptions of an affirmative action program.

Questions concerning the Equal Employment Opportunity, Affirmative Action of Notification of Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) policies can be addressed to the following:

Human Resources

City of Dodge City

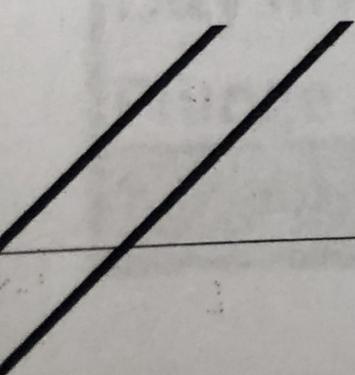
806 Second Ave., PO Box 880

Dodge City, KS 67801

All bidders submitting a proposal shall comply with these policies.

SHALLOW POOL SURFACE AREA DATA	
Shallow Area	4,526 S.F.
Total Pool Surface Area	4,526 S.F.
Perimeter - Rec	243 L.F.
SHALLOW POOL VOLUME DATA	
Shallow Area	42,320 Gal.
Total Pool Volume	42,320 Gal.
SHALLOW POOL RECIRC. RATE DATA	
Shallow Area	353 GPM
Total Pool Recirc. Rate	353 GPM

V
A



50 METER LAP POOL SURFACE AREA DATA

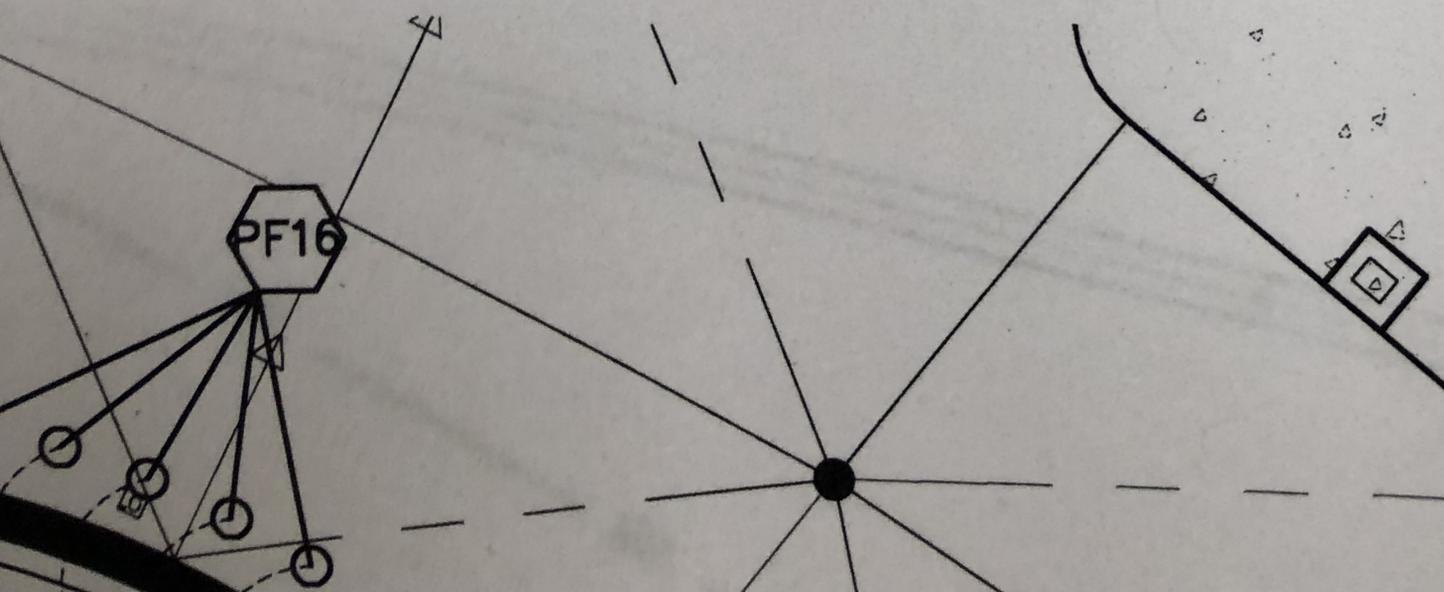
Lap Area	5,426	S.F.
Lap Plunge Area	1,452	S.F.
Diving Area	2,970	S.F.
Total Pool Surface Area	9,848	S.F.
Perimeter - Lap/Diving	448	L.F.

50 METER LAP POOL VOLUME DATA

Lap Area	172,490	Gal.
Lap Plunge Area	82,040	Gal.
Diving Area	231,000	Gal.
Total Pool Volume	485,530	Gal.

50 METER LAP POOL RECIRC. RATE DATA

Lap Area	479	GPM
Lap Plunge Area	228	GPM
Diving Area	642	GPM
Total Pool Recirc. Rate	1,349	GPM



LAZY RIVER/ WAVE POOL SURFACE AREA DATA

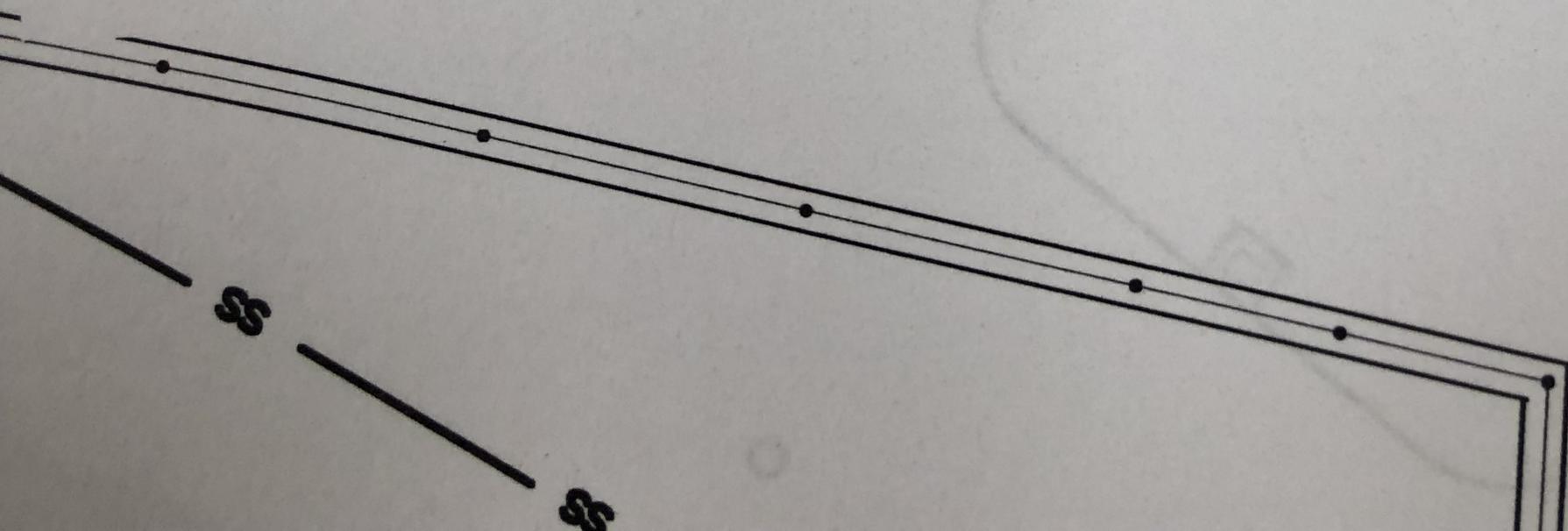
Lazy River	6,947	S.F.
Plunge Area	2,054	S.F.
Wave Pool	4,369	S.F.
Total Pool Surface Area	13,370	S.F.
Lazy River Length	721	L.F.

LAZY RIVER/ WAVE POOL VOLUME DATA

Lazy River	160,570	Gal.
Plunge Area	55,160	Gal.
Wave Pool	81,700	Gal.
Total Pool Volume	297,430	Gal.

LAZY RIVER/ WAVE POOL RECIRC. RATE DATA

Lazy River	669	GPM
Plunge Area	230	GPM
Wave Pool	340	GPM
Total Pool Recirc. Rate	1,239	GPM



CITY OF DODGE CITY, KANSAS
Repainting
Long Branch Lagoon Pools
Addendum 1

This addendum is intended to provide more details on requirements for the pool painting.

COATING OF POOL SURFACES

Surface Preparation:

High pressure water blast all areas with a minimum 4000-5000 lbs. psi at the tip at a rate of 3-5 gallons/minute, utilizing an orbital tip and TSP detergent additive to remove chalk, loose paint and other contaminants, followed by a clean water rinse. Feather all sharp edges where coatings have been removed.

Concrete Patching/Crack Filling (as required):

Series 217 Mortarcrete should be used for patches/cracks greater than 1/2 inch deep.

Series 215 Surfacing Epoxy should be used for patches/cracks less than 1/2 inch deep.

<u>Coating System</u>	<u>Dry Film Thickness</u>
Basin Walls/Floor:	
Prime Coat*:	Tnemec Series 66 or 161 200 sqft/gal
Finish Coat:	Tnemec Series 66 or 161 200 sqft/gal
Lane Lines, Markers, Etc:	
Prime Coat*:	Tnemec Series 66 or 161 200 sqft/gal
Finish Coat:	Tnemec Series 66 or 161 200 sqft/gal

* If a nonskid surface is desired in shallow areas, add 50-mesh white silica sand at a rate of 5 pounds per gallon of paint used. Owner approval of surface texture is recommended prior to application.



Memorandum

To: Nick Hernandez, City Manager and City Commissioners

From: Ray Slattery, PE, Director of Engineering

Date: September 5, 2023

Subject: Approve Payment for Permanent Utility and Temporary Construction Easements for Hilmar Force Main and Purchase of Property for New Intermediate Pump Station, SS 2101

Agenda Item: New Business

Purpose: The purpose of this is to approve the payment of the easements and property required for the installation of the 16" force main for the new Hilmar Cheese development.

Recommendation: Approve the purchase price for the permanent utility and temporary construction easements and additional property for the Intermediate Pump Station necessary for this project.

Background: The City needs to acquire several permanent utility easements and temporary easements that are necessary for the construction of the underground force main pipe. Some additional property is also required for the construction of the new Intermediate Pump Station. The City's agent for the acquisition has been working on acquiring the easements and property. Appraisals were completed and offers negotiated. The compensation was determined as to meet fair and equitable compensation as outlined in the Uniform Act for Property Acquisition.

City Commission Options:

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

Financial Considerations: The negotiated easement and property offers follow (Includes all closing costs):

Tract 2: Fischer Cattle, LLC	\$31,705.00
Tract 2.1:Cargill	\$ 3,272.00
Tract 3: E.G. Roesener	\$15,925.00
Tract 4: Guadalupe & Candido Lopez	\$ 1,672.00
Tract 6: E.G. Roesener	\$15,502.00
Tract 7: Mark & Sherrie Fischer	\$36,983.00
Tract 8: Mark & Sherrie Fischer	\$25,268.00
Tract 9: William & Lee Goodman	\$ 2,012.00
Tract 10: E.G. Roesener	\$ 5,970.00
Tract 11: Sonia Reyes	\$ 5,472.00
Tract 12: David Roesener	\$10,080.00
Tract 13: Gerhard & Arlyce Gerdes Trust	\$10,537.00
Tract 14: Frink Family Farms	\$ 1,740.00
Tract 15: Frink Family Farms	\$ 1,830.00
Tract 16: Frink Family Farms	<u>\$ 3,300.00</u>
TOTAL	\$171,268.00

Amount \$: 171,268.00

Funds: 52242100 – 420002 State Revolving Loan Fund

Budgeted Expense Grant Bonds Other SRF

Legal Considerations: Proceed with closing of the purchased of easements and real property.

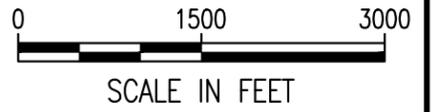
Mission/Values: Approving this agreement aligns with the City's Core Values of Working Towards Excellence and Ongoing Improvement.

Attachments: Easement Map showing purchased Tracts

Approved for the Agenda by:



Ray Slattery, Dir. Of Engineering Services



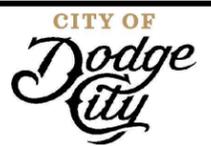
LEGEND

- = EASEMENT LINE
- 001 = TRACT NUMBER

U:\Wichita-Civil\2021\12\26\3011\Source\Drawings\Exhibits\EXHIBITS KEY MAP

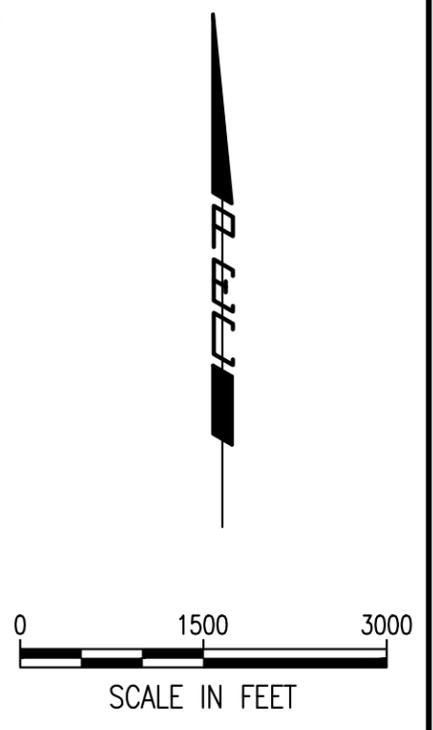
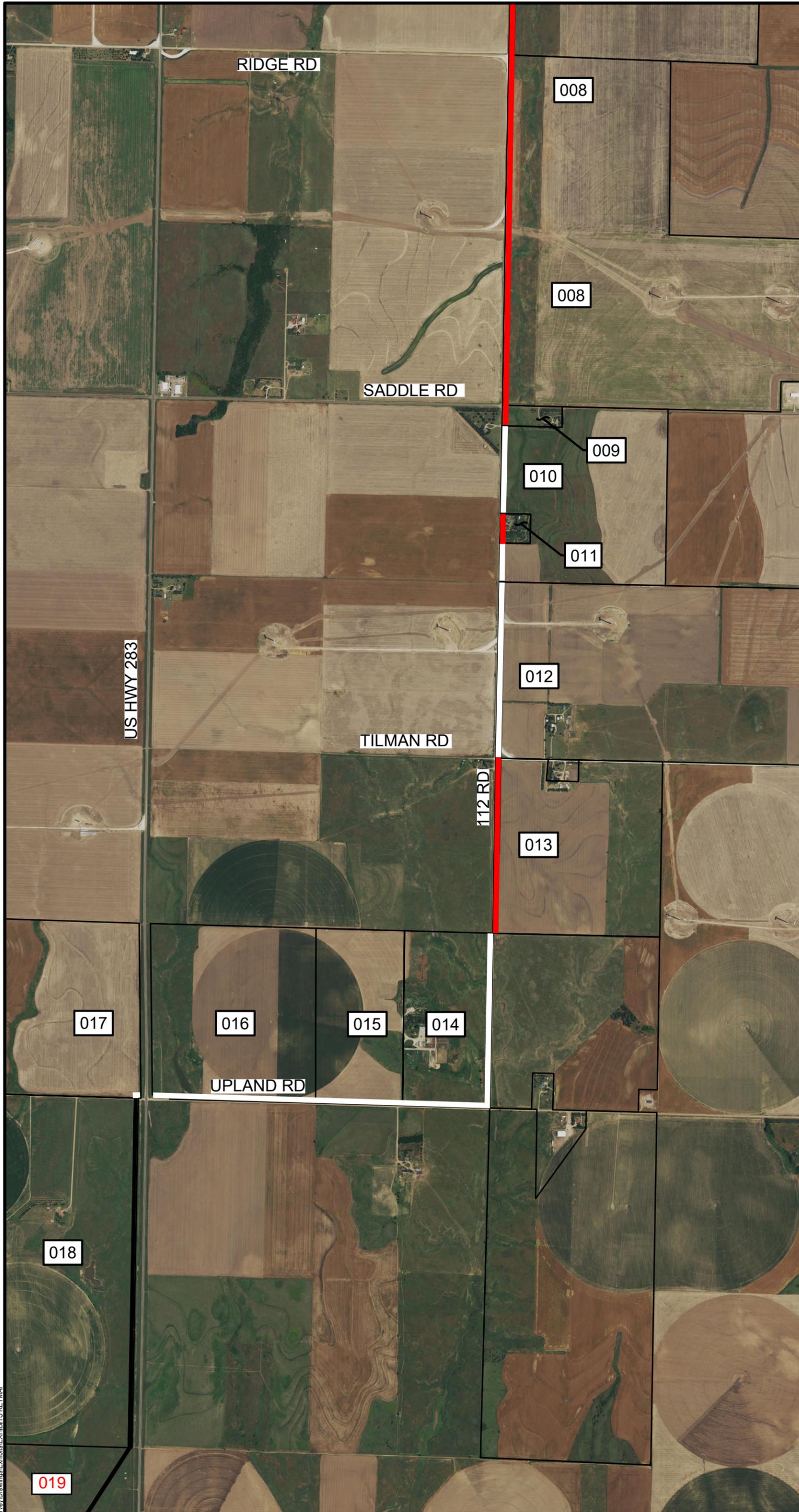
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 WICHITA, KS 67202
 316-262-2691
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**DODGE CITY FORCE MAIN
 EASEMENT TRACTS
 KEY MAP**



DATE: DECEMBER 2022

SHEET: 1 OF 2



LEGEND
 — = EASEMENT LINE
 [001] = TRACT NUMBER

U:\Wichita-Civil\2021\10263\001\Drawings\Exhibits\EXHIBITS KEYMAP



Memorandum

To: Nick Hernandez, City Manager and City Commissioners

From: Ray Slattery, PE, Director of Engineering Services

Date: September 5, 2023

Subject: Final Design Phase Scope of Services for Loretta Ave. & US 50 Intersection & Roadway Improvements north to Ross Blvd. and Approval of MOU with USD 443 for Design of improvements on DCHS Campus, ST 2011

Agenda Item: New Business

Purpose: The design of the improvements for the US 50 & Loretta Ave. intersection and Loretta Ave. roadway will provide the necessary documents for the bidding and construction of this improvement.

Recommendation: Approve the Contract for Final Design Scope of Services for the Loretta Ave. & US 50 Intersection & Roadway Improvements north to Ross Blvd. with TranSystems for \$818,328.00. Also approve the Memorandum of Understanding (MOU) between the City and USD 443 for the design of the associated improvements on the DCHS Campus.

Background: Last year, the City entered a contract with TranSystems to complete a discovery phase for the design of Loretta Ave. and US 50 Highway. The discovery phase allowed for input to be considered from all stakeholders (USD 443, DCCC, City, etc.) as to what the final product would look like. TranSystems has completed the discovery phase design and is ready to move on to final design.

City Commission Options:

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

Financial Considerations:

Amount \$: 818,328.00

Fund: 2021 GOB

Budgeted Expense Grant Bonds Other

Legal Considerations: The City will be entering into a contract with TranSystems and will be bound by the provisions of this contract.

Mission/Values: This project aligns with the City's Core Value of Ongoing Improvements and Safety.

Attachments: Contract with Scope of Services for the Final Phase with TranSystems and discovery phase design concepts. The MOU with USD 443 is also attached.

Approved for the Agenda by:

Ray Slattery, PE

Ray Slattery, Dir. Of Engineering Services

AMENDMENT AGREEMENT

The Professional Services Agreement dated the 2nd day of May 2022, entered between TranSystems Corporation as CONSULTANT and City of Dodge City, KS as OWNER, for good and valuable consideration including the promises and agreements set forth hereafter is hereby amended, modified, and revised as follows:

1. ***EXHIBIT A – TITLE REVISED.***

2. ***EXHIBIT A – FINAL DELIVERABLES REVISED.***

3. ***EXHIBIT A – PROJECT TASKS FOR PHASES 200 THROUGH 600 ADDED.***

4. ***EXHIBIT A – ASSUMPTIONS REVISED.***

5. ***EXHIBIT A – DESIGN SCHEDULE REVISED.***

6. ***EXHIBIT A – DESIGN FEE REVISED.***

7. ***EXHIBIT A – FIGURE “A” REVISED.***

All other terms and conditions of said original agreement identified hereinabove that are not expressly amended, modified, and or revised by this Amendment Agreement, shall remain unchanged and in full force and effect.

The undersigned being the authorized representatives of the contracting parties identified herein, have executed this Amendment Agreement to make it binding upon the parties hereto effective this _____ day of _____ 2023.

City of Dodge City

TranSystems Corporation

By:
Printed Name:
Title:

By:
Printed Name: Brett A. Letkowski, PE
Title: Senior Vice President

Exhibit “A”
Scope of Service
Loretta Avenue and US-50 Intersection &
Roadway Improvements north to Ross Boulevard
September 5, 2023

PROJECT UNDERSTANDING

The general project as agreed upon by the City of Dodge City (City) and TranSystems includes the design of the proposed Phase 1 & Phase 2 improvements included in the Dodge City High School Area Transportation Study Concept. The Discovery Phase will consist of reviewing the previously completed Dodge City High School Area Transportation Study and a previous Kansas Department of Transportation (KDOT) Traffic Engineering Assistance Program (TEAP) Study completed at this intersection, providing concepts for the Loretta Avenue improvements while also incorporating the new access points from the proposed residential development (Rodeo Hills Subdivision) east of Dodge City High School (DCHS); this includes the Country Acres Street to Frontview Street connection, coordinating with project stakeholders, and developing right of way impacts and probable cost estimates. The Design Phase will include the design of the intersection and roadway improvements extending approximately 0.40 miles north and 400 feet south of US-50 at Loretta Avenue with a project length of approximately 1,900 feet along US-50 west of 14th Avenue. The improvements also include approximately 3,200 feet of 10' shared use path on the south side of US-50 from Loretta Avenue to 14th Avenue with ADA and eastbound right turn lane improvements at the intersection of US-50 and 14th Avenue. The project will include the design of a new traffic signal at the intersection of US-50 and Loretta Avenue and traffic signal coordination from the Boot Hill Casino (Comanche Street) through the Central Avenue signal along the US-50 corridor. The project will include the design of the horizontal and vertical roadway alignments, storm sewer, drive approaches, traffic signal coordination, signing, pavement marking, sidewalk and 10' multi-use path, intersection improvements (signal and proposed roundabouts), construction sequencing and public involvement. The disturbed areas will be seeded upon completion.

The location based upon a legal description is the southwest ¼ and southeast ¼ of Section 15, Township 26S, Range 25W in Ford County, Kansas.

Project Tasks

The project will be conducted in six phases, which are listed below with a brief description for each phase.

Phase 100 - Discovery Phase	Concept Development, LIDAR Survey (<i>Completed</i>)
Phase 200 - Field Check Plans	Survey and Development and Initial Project Analysis
Phase 300 - Office Check Plans	Further Refinement of Project, and detail development
Phase 400 - Final Check/PS&E	Final Review/Estimating of plans
Phase 500 - Final Plans	Completion of Plans
*Phase 600 - Construction	Construction Management/Inspection, and Post Engineering/Design

**To be completed under supplemental contract*

Final Deliverables

Discovery Phase Deliverables: TranSystems will submit electronic concept roll plots of the concepts suitable for a public meeting. A memo will be included updating any traffic analysis documenting any changes from the original Dodge City High School Area Transportation Study Concept as well as an Engineer's Probable Construction Cost for the Concept Design.

Final Design Deliverables (Phase 200 to 500): TranSystems will submit one full size (22" x 36") electronic PDF copy of final plans, one full size (22" x 36") set of final plans on bond paper, and the Engineer's Probable Construction Cost. Project Specific Provisions will be written and submitted by TranSystems. Electronic files of the Final Plans in MicroStation V8i and AutoCAD formats will be provided by TranSystems. A memo describing the methods used to develop the time-of-day timing plans and copies of timing input data in a format comparable with city traffic signal controller firmware for the traffic signals along the US-50 corridor from Comanche Street to Central Avenue will be provided by TranSystems.

PHASE 100 - DISCOVERY PHASE

The proposed project is approximately 1.4 miles in length and will follow the existing US-50 alignment and proposed Loretta Avenue improvements generally shown in the Dodge City High School Area Transportation Study. The Discovery Phase shall consider reconfiguration of the Loretta Avenue north extension (roundabout south of Ross Boulevard) in lieu of the rezoned area east of Loretta Avenue that will be developed into residential units. The Concept will include shifting the north roundabout to the northeast and extending Loretta Avenue north to Ross Boulevard and eradicating the existing north/south Ross Boulevard leg. The Concept will also include proposed improvements at US-50 and 14th Avenue signal and turn lane improvements. Concepts will be developed to optimize traffic flow based on the residential development access points (no residential driveways) to the Loretta Avenue corridor with the assumption that Cecil Street will connect to Loretta Avenue and Plain Street will not intersect Loretta Avenue in the future.

Task 100 Concept Development

100. Meet with Agencies – Meet with City, KDOT, USD 443 and Dodge City Community College (DCCC) to address coordination between all parties to provide access for survey efforts, plan submittals, schedules, and necessary permitting, as required for this project. A site visit will take place to confirm the extent of the improvements.
101. Conceptual Designs – Based on design criteria, prepare conceptual drawings showing the reconfigured layout for Loretta Avenue, the layout shall include both an interim (residential development not constructed) and ultimate (residential development constructed) condition. The drawings shall also include the Country Acres Street and Frontview Street connection east of Loretta Avenue.
 - a. Traffic Analysis – This task involves developing concepts and evaluating traffic flow to minimize or mitigate impacts to Loretta Avenue, proposed roundabouts, and future residential streets.
 - b. The conceptual options will be evaluated using design software to check for roundabout and intersection efficiency and verify the designs will be suitable for the anticipated traffic volumes and vehicle classifications traveling along Loretta Avenue, Country Acres Street, Frontview

- Street, and new residential streets to be constructed. The intersections will be modeled using Synchro, and the roundabout will be evaluated using SIDRA software.
- c. It is assumed the typical sections will follow the recommendations in the Dodge City High School Area Transportation Study.

102. Prepare a preliminary opinion of probable construction costs for the proposed work including:
- a. Roadway construction
 - i. Traffic Signal Installation at US-50 and Loretta Avenue
 - ii. Traffic Signal Coordination and Existing Signal Modifications at US-50 and 14th Avenue
 - iii. Loretta Avenue improvements from US-50 to Ross Boulevard (includes two roundabouts and all Dodge City High School access improvements.
 - iv. Local Street improvements along Frontview Street and parking improvements at Sante Fe Trail Community Corrections
 - b. Future Improvement Concepts
 - i. Widen US-50 to four through lanes from Loretta Avenue to 14th Avenue
 - ii. Construct a southbound right-turn lane on Loretta Avenue at the US-50 intersection
 - iii. Construct dual left-turn lanes on the northbound and westbound approaches to the US-50 and 14th Avenue intersection
 - iv. Construct a northbound right-turn lane at the US-50 and 14th Avenue intersection
 - c. Bicycle/pedestrian facility improvements along US-50 from 14th Avenue to Loretta Avenue and north to Ross Boulevard
 - d. Utility relocation for any public utilities
 - e. Right-of-way impacts will be identified with an estimate of right of way costs
103. Coordination – TranSystems anticipates coordination with several groups during the study phase to ensure key stakeholder needs are met in the Discovery Phase. Those anticipated meetings include the following:
- a. City and KDOT Staff Meeting – two (2) meetings
 - b. Dodge City Public Schools (USD 443), Dodge City Community College (DCCC), Ford County (Sante Fe Trail Community Corrections – SFTCC) workshop w/ City – two (2) meetings
 - c. East Loretta Avenue Residential Developer – one (1) meeting
 - d. Bartel Truck Lines Workshop w/ City – one (1) meeting
 - e. City Public Meeting (includes adjacent landowners and developers) – one (1) meeting
 - f. USD 443, DCCC, and Ford County meeting w/ City – one (1) final presentation meeting

TranSystems will assist the City in preparing for and conducting one (1) Public Meeting to present the project to the general public. TranSystems will prepare up to three (3) project display boards and attend the meeting to assist the City in presenting the project. It is assumed the meeting will be in an Open House format with no formal presentations.

104. Assumptions:
- a. City will be responsible for all set up, securing the facilities and publishing notices for meetings.

Task 200 LIDAR Survey

101. Topographic Survey of a rectangular area defined between and including US-50 and Ross Boulevard north and south; and 100' west of the high school to 200' east of Loretta Avenue (approximately 90 acres) utilizing a RTK LiDAR equipped sUAV with a ground control unit for basis of control. Survey shall be completed based on the NAD 83 and NAVD 88 datums. Delivered product shall be a TIN surface in XML format, 1-foot contours in DXF format, or a point cloud for defining a surface. See attached figure for approximate survey limits (**See Figure "A"**).

102. A high-resolution aerial image shall be supplied that covers the total survey area as shown in the survey limits figure (**See Figure "A"**).

PHASE 200 – FIELD CHECK PLANS

Task 100 Additional Survey/Base Map

Additional survey is required from the Discovery Phase LIDAR survey for final design as determined from the concept study. All work for supplemental shall tie into the original LIDAR survey.

101. Control – Match original LIDAR survey control and supplement Horizontal Control throughout the project limits on Kansas State Plane Coordinate System, NAD83 (1997 adjustment), South Zone. Reference tie and control sketches on all control points along project. Estimation of two (2) additional Control Points will be established for future project use. Supplement Vertical Control throughout the project limits on NAVD 88 Datum. Set two (2) additional benchmarks along project limits with tied references to their locations.

102. Topographical Survey – TranSystems will provide field survey necessary for preparation of roadway and multi-use path plans. Project survey limits shall extend approximately 300 feet west, and 300 feet east along the US-50 alignment; and 740 feet west along Ross Boulevard from the original project LIDAR survey limits. Original project LIDAR survey limits (green) with extended survey limits (red) are approximately detailed on **Figure "A"**, attached. Supplemental Survey will include locating, but not limited to the following topographic features within the project limits as described (pavement edges, driveways, utilities, drainage structures with measured rim downs for flow line elevations, natural ground elevations, trees 6" or above noted with size and type, curbing, power poles, above ground utility appurtenances, signs, fences, etc.). Delivered products shall be a revised TIN surface in XML format, 1-foot contours in DXF format, or a point cloud for defining a surface that includes the original LIDAR Survey and extended survey limits; and supplemental high-resolution aerial imagery that covers the extended project survey area.

103. Utilities - All utilities will be located using the Kansas "One Call" system. The resulting markings will be surveyed at the same time as the topographic survey. No physical locates of any underground utilities will be completed as a part of the survey. TranSystems will measure the flow lines of any surveyed gravity storm or sanitary sewer lines that have easily accessible manholes.

104. Existing storm sewers and channels - Existing storm sewers, storm inlets, channels and reinforced box culverts will be located with flow lines surveyed.

105. Base Map Development - The raw field survey, topographic features, and utility data gathered will be used to develop the base map of the planimetric features for the project. Delivered products shall be a base map that will be a plan view representation in MicroStation DGN format consistent with the Kansas Department of Transportation (KDOT).
106. Property Research – Obtain property research items such as, but not limited to, parcel tax maps, printouts of ownership, utility maps, plats, road records and road plans. Obtain Title Reports that will include copies of all easements and encumbrances and existing survey data along the project. Make a reasonable effort (using a metal detector, existing property pin or section corner information) to find existing property corners, quarter section corners and section corners along the project and outside of project if necessary to assist in establishing existing right of way and ownership base map. Field survey will be tied to nearest section corners and quarter section corners. Should the corner not exist, costs for the re-establishment of the corner are not included in the contract, however, if the City desires corner re-establishment, TranSystems may enter into a supplemental agreement to reestablish missing section and/or quarter corners. Prepare an ownership boundary and existing right of way strip map along the project alignment showing but not limited to section lines, property lines, existing easements and ownership delivered in MicroStation DGN format.

Task 200 Geologic Investigations

201. Existing Conditions Investigation - These services will include seven (7) borings for retaining walls, approximately 20-foot depth below existing ground, utility locates using the Kansas “One Call” system prior to drilling, backfilling of borings to meet the State of Kansas requirements, lab testing of existing subgrade material (including classifications, moisture contents, Atterberg Limits, 1 Proctor, 1 CBR), and a geotechnical report to provide earthwork and retaining wall recommendations. The location of the seven borings will also be located for inclusion in the plans.

Task 300 Plans and Estimates

301. TranSystems will develop the design geometry for the roundabout designs as determined in the previously completed discovery phase. The design will be developed from the base mapping obtained in the Field Surveys portion of this agreement. The TIN model created in the Field Surveys task will also be used during this phase to develop the vertical alignment information. This data, supplemented by City/County GIS, available LIDAR data, USGS mapping and existing As-Built Plans, will be used by TranSystems to define the existing drainage basins and size appropriate drainage structures per City criteria, spread widths will be based on City/Ford County criteria.
302. Field Check plans will be prepared and submitted in accordance with City policies and practice. These plans will be approximately 50% complete. The following sheets are anticipated to be included in this submittal.
- Title Sheet
 - General Notes/Typical Sections
 - Coordinate Control Data
 - Roadway Plan and Profile Sheets
 - Streetscape/Landscape/Irrigation Concepts

- Right of Way and Property Owner Overview
- Storm Sewer Installation and Profile/Removal Sheets
- Retaining Wall Plan and Profile Sheets
- Traffic Signal Layout (US-50 and Loretta Avenue)
- Signing and Pavement Marking (Layout only with minimal dimension for clarity)
- Lighting Plans (pole location and lighting design calculations only)
- Traffic Control/ Construction Sequencing (General discussion and overview)
- Cross Sections of Pavement Surfacing and Grading (maximum nominal spacing of 50 ft., plus additional sections as needed at transition points, critical point, etc. to facilitate design and accuracy of earthwork quantities.)

TranSystems will submit one set of full size plans (22"x36") in electronic PDF format to the City and KDOT for review.

303. QA/QC – Perform quality assurance/quality control reviews of the designs and drawings.

Task 400 Communications

401. Meetings with City – Meet with the City to address coordination between all parties to provide project updates on survey, utility, and geotechnical efforts, plan submittals/schedules, and necessary permitting as required for this project. TranSystems anticipates three (3) progress meetings during this phase. This task also includes preparation of meeting minutes.

402. Field Check Meeting – TranSystems will attend one (1) Field Check meeting with the City and KDOT to review the plans and Field Check comments. This task also includes preparation of meeting minutes.

Task 500 Utility Coordination

501. Utility Check - TranSystems will prepare colored utility check set plans to check with the utility owners within the project limits for verification of accuracy during the Field Check Phase. TranSystems will locate all existing utilities using the Kansas "One Call" system. Utilities located within the corridor but not marked by Kansas One Call will be shown in their approximate locations on the plans by information provided by the utility owners. TranSystems will be responsible for utility coordination and verify the utilities are located correctly with each utility company as well as confirm any utilities in conflict are moved to accommodate the letting schedule. TranSystems anticipates four (4) meetings during this phase. This task also includes preparation of meeting minutes.

Task 600 Traffic Signal Coordination

601. Traffic Signal Coordination -TranSystems will evaluate existing and anticipated traffic volumes and vehicle classifications traveling along the US-50 corridor to coordinate traffic signals at Comanche Street, Loretta Avenue (proposed), 14th Avenue, 6th Avenue, and Central Avenue.

a. Traffic Evaluation – This task involves obtaining existing traffic volumes and vehicle classifications along US-50 at each of the four existing traffic signal-controlled intersections from Comanche Street to Central Avenue.

b. Traffic Analysis – This task involves developing traffic signal time of day timing plans for four

intersections. Project will also develop a plan sheet with signal upgrade needs. It is assumed that GPS clocks will be used to synchronize the time of day, and each signal will run without a master. This may require upgrades to the existing signal controllers in addition to adding GPS clocks to the cabinet.

c. Traffic Study – A memo describing the methods used to develop the time-of-day timing plans and copies of timing input data for the traffic signals along the US-50 corridor from Comanche Street to Central Avenue will be provided by TranSystems.

PHASE 300 - OFFICE CHECK PLANS

Task 100 Plans and Estimates

101. Plans Preparation – Once the Field Check Plans are approved, Office Check plans will incorporate the comments received at the Field Check Meeting and will further develop the plans including the geologic and hydraulic recommendations approved by the City. Office Check plans will be prepared and submitted in accordance with City policies and practice. These plans will be approximately 90% complete plans, which will include the following items:

- Title Sheet
- General Notes/Typical Sections
- Coordinate Control Data
- Roadway Plan and Profile Sheets
- Streetscape/Landscape/Irrigation Plans & Details
- Right of Way and Property Owner Overview
- Storm Sewer Installation and Profile/Removal Sheets
- Storm Sewer Schedule/Details
- Geometric and Jointing Layouts/Details
- Retaining Wall Plan and Profile Sheets
- Retaining Wall Details
- Driveway/Wheelchair Ramp/Curb & Gutter/Pavement Details
- Temporary Erosion and Pollution Control Plans & Details
- Summary of Quantities
- Traffic Signal Layout & Details (US-50 and Loretta Avenue)
- Signing and Pavement Marking
- Lighting Plans (Full plans, poles, controller locations, power feed and wiring diagrams)
- *Sanitary Sewer and Water System Layouts/Details (if necessary – Task 302)
- Traffic Control/ Construction Phasing
- Cross Sections (Driveways will be shown in the cross sections)

TranSystems will submit one set of full size plans (22"x36") on bond paper for review and one set of full size plans (22"x36") in electronic PDF format to the City.

TranSystems will submit one set of full size plans (22"x36") in electronic PDF format to KDOT for review.

102. Special Provisions – Prepare Special Provisions to supplement the City and KDOT standard construction specifications as needed.

103. QA/QC – Perform quality assurance/quality control reviews of the designs and drawings.

Task 200 R/W, Construction Easements and Drainage Easements

201. Property Descriptions - A total of 21 permanent or temporary Legal Descriptions and Exhibits are estimated for this project. TranSystems will write permanent and temporary legal descriptions for the following parcels of land:

- Write Legal Descriptions for permanent right of way for an estimated eight (8) parcels of land.
- We are estimating one (1) exhibit for permanent right of way purposes per parcel for total survey exhibits of eight (8).
- Write Legal Descriptions for permanent drainage easements for an estimated two (2) parcels of land.
- We are estimating one (1) exhibit for drainage easements per parcel for total survey exhibits of two (2).
- Write Legal Descriptions for temporary construction easements for an estimated eleven (11) parcels of land.
- We are estimating one (1) exhibit for temporary construction purposes per parcel for total survey exhibits of eleven (11).

202. Prepared legal descriptions will be provided in a Word (.docx) format. Legal descriptions and exhibits will be stamped by a licensed surveyor in the State of Kansas.

203. The proposed permanent right of way will be staked one time for up to fifteen (15) parcels for use during right of way negotiations. The City will be responsible for acquiring all permanent right of way, temporary construction easements and permanent drainage easements to accommodate the letting schedule.

Task 300 Utility Coordination

301. Utility Check - TranSystems will prepare colored utility check set plans to check with the utility owners within the project limits for verification of accuracy during the Office Check Phase. TranSystems will be responsible for utility coordination and verify utilities in conflict are moved to accommodate the letting schedule. TranSystems anticipates three (3) meetings during this phase. This task also includes preparation of meeting minutes.

302. *Utility Relocation/Adjustments - Should public utilities need to be relocated or adjusted as a part of this project (i.e. waterline relocations), a scope and fee will be negotiated for additional services as requested by the City and agreed upon by TranSystems to not exceed a set aside utility design budget of \$12,500. TranSystems will prepare utility relocation/adjustment plans in accordance with City policies and practices to be included in the Office Check Plans, Final Check/PS&E Plans, and Final Plans for review and construction.

Task 400 Permitting

401. Permitting – The City will complete all environmental clearances associated with the project. TranSystems will prepare and submit the following permit applications as is standard at the time of this contract, those permit applications include the following:
- The Kansas Department of Health & Environment Notice of Intent (NOI) - Projects that disturb greater than 1 acre require that Notice of Intent be filed with the Kansas Department of Health and Environment for a Construction Storm Water Discharge Permit under the National Pollutant Discharge Elimination System. TranSystems will prepare the NOI. The application fee of \$60 is an annual fee and will be paid by TranSystems with reimbursement from the City.
 - Kansas Department of Agriculture, Division of Water Resources – General Permit (2-200) and Dams, Stream Obstruction and Channel Changes Permit (2-196). Coordination with the Division of Water Resources has been anticipated due to the removal and replacement of the existing cross-road pipes.
 - TranSystems will prepare and submit the KDOT Forms 1304, 1306, and 1307.

Task 500 Communications

501. Meetings with City – Meet with the City to address coordination between all parties to provide project updates on utility coordination efforts, plan submittals/schedules, and necessary permitting as required for this project. TranSystems anticipates four (4) progress meetings during this phase. This task also includes preparation of meeting minutes.
502. Office Check Meeting – TranSystems will attend one (1) Office Check meeting with the City and KDOT on site to review the plans and Office Check comments. This task also includes preparation of meeting minutes.

PHASE 400 - FINAL CHECK/PS&E PLANS

Task 100 Plans and Estimates

101. Plans Preparation – Once the Office Check Plans are approved, Final Check plans will be prepared and submitted in accordance with City policies and practice. These plans will be approximately 99% complete plans, which will include all the items in the Office Check.
- TranSystems will submit one set of full size plans (22"x36") on bond paper for review and one set of full size plans (22"x36") in electronic PDF format to the City and KDOT for review.
102. Special Provisions – Prepare Special Provisions to supplement the City and KDOT standard construction specifications as needed.
103. QA/QC – Perform quality assurance/quality control reviews of the designs and drawings.

Task 200 Utility Coordination

201. Utility Check - TranSystems will prepare colored utility check set plans to check with the utility owners within the project limits for verification of accuracy following the Office Check Phase. TranSystems will be responsible for utility coordination and verify utilities in conflict are moved to accommodate the letting schedule. TranSystems will prepare the KDOT Form 1304 - Utility Relocation Release if needed. TranSystems anticipates one (1) meeting during this phase. This task also includes preparation of meeting minutes.

Task 300 Communications

301. Meetings with City – Meet with the City to address coordination between all parties to provide project updates on utility coordination efforts, plan submittals/schedules, and necessary permitting as required for this project. TranSystems anticipates one (1) progress meeting during this phase. This task also includes preparation of meeting minutes.

PHASE 500 - FINAL PLANS

Task 100 Plans and Estimates

101. Plans Preparation – Once the PS&E Plans are approved, Final plans will be stamped with construction cost estimates and project specific provisions submitted in accordance with City policies and practice. An electronic file of the Final Plans in AutoCad format will be submitted to the City. This should complete the plan production portion of the contract.

Assumptions

- City of Dodge City Specifications, supplemented with KDOT Construction Specifications, will be used as the governing specifications for the project and will be supplemented by Special Provisions as required
- Country Acres Street to Center Avenue connection may need to be realigned to Frontview Street. Should the connection realignment need to be implemented after review and evaluation of total impacts during the Discovery Phase
- English units will be used for this project
- The scope of work does not include waters of the U.S. mitigation (likely not required)
- It is assumed that others will be providing the following if necessary
 - Threatened and endangered species surveys and habitat studies
 - Cultural resource/archaeological surveys.
- MicroStation V8i or later will be used for all of the CAD file creation to prepare the plans noted herein. An electronic file of the Final Plans in AutoCAD format will be provided to the City
- The selected Contractor may request final reference files from TranSystems and enter into a separate agreement with TranSystems regarding the use of electronic data
- Floodplain development permit or FEMA flood map revisions are not included in this contract
- No contaminated soils are anticipated with this project, however, if contaminated soil is discovered at a later date, any mitigation design or activities needed are not included in this scope and a separate agreement with the City will be negotiated if these services are desired.
- The City will advertise and bid the roadway project.

- Bidding and Construction management or testing services are not included in this proposal. These services can be provided by TranSystems via a supplemental agreement
- Construction Inspection services are available upon request but are not included in this agreement. A separate agreement will be negotiated if these services are desired.
- The City will handle field implementation of recommended timing plans for the traffic signal controllers and doing any fine tuning of the offsets for the traffic signals at Comanche Street to Central Avenue along the US-50 corridor.

It is anticipated that the City will provide the following:

- Set up, secure the necessary facilities, and publish notices for all meetings
- Provide input for necessary pavement sections for development of cost estimates
- Review project concept, alignment, and design details and provide comments to TranSystems
- Provide any plans or reports related to this project
- Acquire all properties and/or easements needed for the project as defined by the legal descriptions and tract maps outlined herein
- Provide site access for geotechnical investigations
- Provide rights-of-entry for survey or geotechnical work on private property

ELECTRONIC DATA DISCLAIMER

OWNER recognizes that certain plans, specifications and other documents, including CADD and three-dimensional modeling (such as Building Information Models) may be transmitted in a form of electronic media ("DIGITAL FILES"). The DIGITAL FILES are: (1) not construction documents and cannot be relied upon as identical to contract documents; (2) are only a component of the instruments of service and provide design information reasonably current as of the date of their release; (3) are provided for informational purposes only and are not intended as an end-product, and (4) are not intended to be used as shop drawings. No representation is made by DESIGN CONSULTANT or associated design subconsultants as to the accuracy, completeness or degree of coordination of such files, or that the information contained in the DIGITAL FILES is free from errors or omissions, or free from damage or deletion in part or in whole. OWNER accepts all responsibility for any errors or inaccuracies and releases DESIGN CONSULTANT from any liability or claims for recovery of damages or expenses arising as the result of such errors or inaccuracies. OWNER agrees that dimensions may not be scaled in the DIGITAL FILES and that written dimensions on the hard-copy Contract Documents take precedence.

Design Schedule

The Discovery Phase shall be completed within 90 days from receipt of the Notice to Proceed.

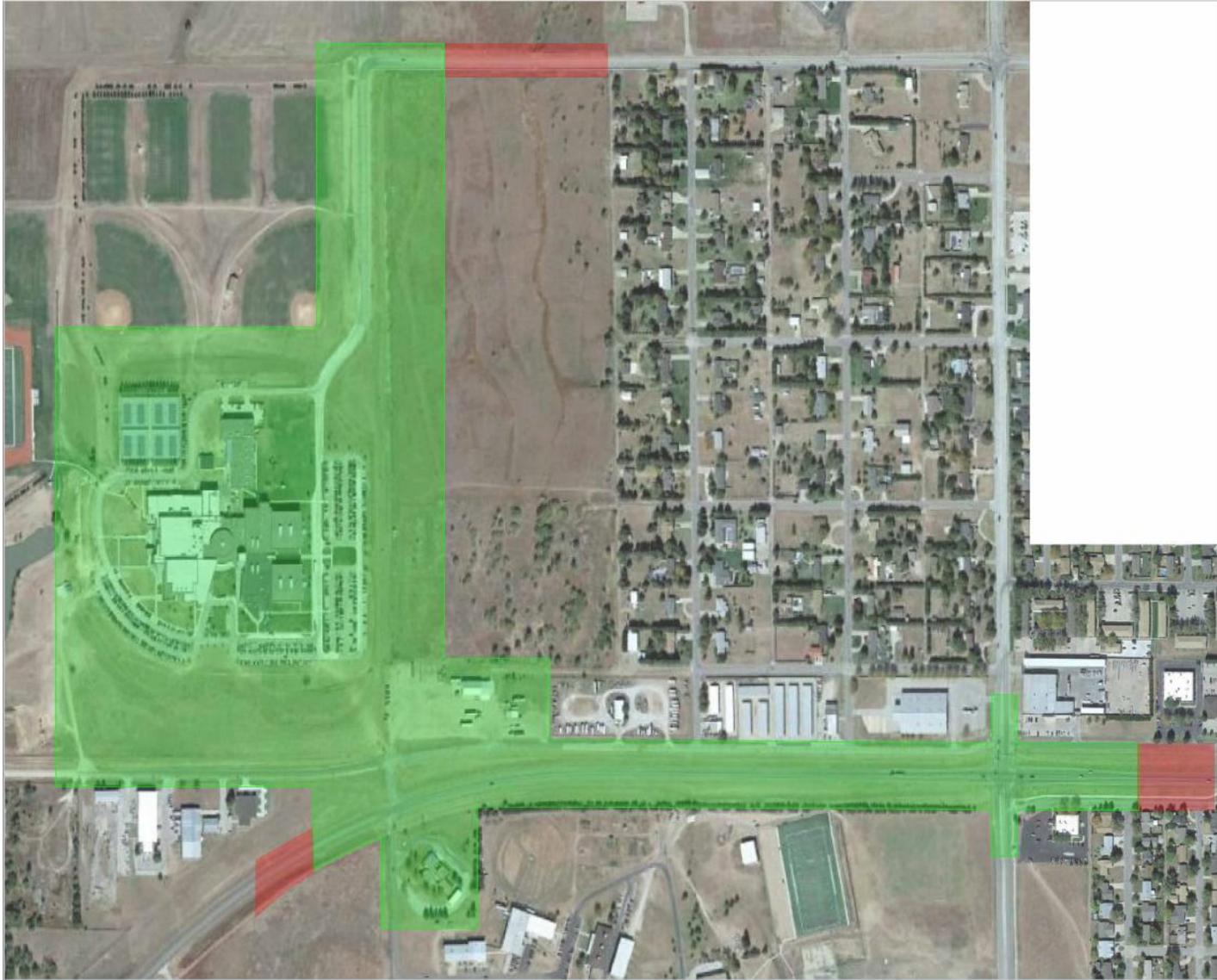
The Final Design Phase schedule is detailed on **Figure B**, attached.

Design Fee

Discovery Phase = \$164,305

Final Design (Phase 200 to 500) = \$818,328

FIGURE "A"
Approximate Survey Limits for LIDAR Survey/ Imagery (Green) and Supplemental Survey (Red)



MEMORANDUM OF UNDERSTANDING

Design of Loretta Ave. and Dodge City High School Campus Traffic Improvements

This Memorandum of Understanding, made and entered into on this _____ day of, _____ 2023, details the agreement between Unified School District 443 (USD 443) and the City of Dodge City, Kansas (the City) regarding the cost-share for design of the Loretta Ave. and Dodge City High School (DCHS) Campus Improvements.

WHEREAS the City hired TransSystems Corporation (TranSystems) in April of 2022 to determine the necessary improvements needed to the construction of Loretta Ave. from US 50 to Ross Blvd., along with internal traffic flow improvements on the DCHS campus (“the Discovery Phase”); and,

WHEREAS the City, TranSystems, USD 443, and DCHS staff have meet over the course of several months to determine the needed improvements of the project and finalized the Discovery Phase TranSystems contract; and,

WHEREAS the City and USD 443 wish to complete the design of the improvements associated for the construction of Loretta Ave. and the DCHS Campus Traffic Improvements, TranSystems has provided a Scope of Services and Fee to the City for the Design Services; and,

WHEREAS it is in the best interest of the City and USD 443 for TranSystems to design all the improvements, both on and off the DCHS Campus.

NOW THEREFORE, USD 443 and the City agree as follows:

The City will:

Hire TranSystems to provide the design services based on the scope and fee provided by TranSystems, will oversee the design process, and will inform USD 443 and DCHS staff of meetings and progress made on the design.

USD 443 will:

Reimburse the City the cost of the design of the improvements on the DCHS Campus as outlined in the Discovery Phase. The cost of the on-Campus design will be determined by using the percentage of the improvement costs associated with the DCHS Campus Improvements as compared to the overall project costs. Currently, the design cost is calculated at \$232,340.00 as shown on Deign Fee Calculation Exhibit. Any change Orders on the overall project will also be divided by the same percentage and shall be approved by USD 443. Monthly invoices will be sent from the City to USD 443.

This Memorandum of Understanding shall be binding on the parties hereto and their successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the day and year first written above.

CITY OF DODGE CITY, KANSAS

By: _____
Michael Burns, Mayor

ATTEST:

Connie Marquez, City Clerk

UNIFIED SCHOOL DISTRICT 443

By: _____
Lisa Killion, President

ATTEST:

Simeon Russell, Clerk of the Board, Unified School District 443

DESIGN FEE CALCUATION EXHIBIT

Cost of Recommended Improvements per the Discovery Phase Findings -	\$11,659,171.91
USD 443's Cost of Improvements -	\$ 3,310,276.24
City' Cost of Improvements -	\$ 8,348,895.67
Possible KDOT Funding -	\$ 1,500,000.00
City's Share with possible KDOT Funding -	\$ 6,848,895.67
Design Cost for entire Project -	\$ 818,328.00
USD 443's Share of Design	
$((\$3,310,276.24/\$11,659,171.91) \times \$818,328.00)$	\$ 232,340.00