



CITY COMMISSION MEETING AGENDA

City Hall Commission Chambers

806 N 2nd Avenue

Dodge City, KS

Monday, November 3, 2025

7:00 p.m.

MEETING # 5323

CALL TO ORDER

ROLL CALL

INVOCATION BY

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PETITIONS & PROCLAMATIONS

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

Safety Spotlight Award

CONSENT CALENDAR

1. Approval of Study Session Minutes, October 20, 2025.
2. Approval of City Commission Meeting Minutes, October 20, 2025
3. Appropriation, Ordinance No.21, November 3, 2025
4. Cereal Malt Beverage License:

ORDINANCES & RESOLUTIONS

Resolution No. 2025-38: A Resolution Certifying Legal Authority to Apply for the 2025 Kansas Small Cities Community Development Block Grant Program from the Department of Commerce and Authorizing the Mayor to Sign and Submit Such an Application for the Purpose of Funding Improvements at Thurow Park. Report by Daniel Cecil, Director of Parks and Recreation and Melissa McCoy, Assistant City Manager/Public Affairs.

Resolution No. 2025-39: A Resolution Assuring the Kansas Department of Commerce That Funds Will be Continually Provided for the Operation and Maintenance of Improvements to the System to be Finances with Community Development Block Grant Funds. Report by Daniel Cecil, Director of Parks and Recreation and Melissa McCoy, Assistant City Manager/Public Affairs.

Resolution No. 2025-40: A Resolution of the Governing Body of The City of Dodge City, Kansas Adopting a Title VI Policy. Report by Kevin Isreal, Director of Construction and Facilities.

UNFINISHED BUSINESSES

1. Approval of Memorandum of Understandings with St. Mary of the Plains Alumni Board for Their Request to Build the Spirit of Place Project at St. Mary of the Plains Complex. Report by Daniel Cecil, Director of Parks & Recreation & Melissa McCoy, Assistant City Manager/Public Affairs.

NEW BUSINESS

1. Approval of Bid to Purchase a Used 2021 M20-LP Warehouse Floor Scrubber. Report by Kevin Israel, Director of Construction and Facilities.

OTHER BUSINESS

STAFF REPORTS

ADJOURNMENT



CITY COMMISSION STUDY SESSION MINUTES

City Hall Commission Chambers

806 N 2nd Avenue

Dodge City, KS

Monday, October 20, 2025

6:00 p.m.

CALL TO ORDER

Mayor Jeff Reinert, Commissioners Daniel Pogue, Chuck Taylor, Rick Sowers, Michael Burns all present

STUDY SESSION

Rick Warner and Chad Holland Representatives from National Realty Advisors gave a presentation on the Development Proposal

ADJOURNMENT

Commissioner Rick Sowers made a motion to adjourn the study session. Commissioner Daniel Pogue seconded the motion. The motion carried 5 - 0.

ATTEST:

Mayor

City Clerk



CITY COMMISSION MEETING MINUTES

City Hall Commission Chambers

806 N 2nd Avenue

Dodge City, KS

Monday, October 20, 2025

7:00 p.m.

MEETING # 5322

CALL TO ORDER

ROLL CALL Mayor Jeff Reinert, Commissioners Daniel Pogue, Chuck Taylor, Rick Sowers, Michael Burns

INVOCATION BY Pastor Albert Shrock of Bible Baptist Church

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

Mayor Jeff Reinert opened the public hearing on the Grant Application for construction of a splash pad and new playground at Thurow Park. Daniel Cecil, Director of Parks gave a presentation. There were no public comments. Mayor Reinert closed the public hearing.

APPROVAL OF AGENDA

Mayor Reinert moved to amend the agenda under new business adding #7; Approval of Funds for Remaining Boot Hill Museum Front Street Facades. Commissioner Chuck Taylor made a motion to approve the agenda as amended. Commissioner Michael Burns seconded the motion. The motion carried 5 - 0.

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 Executive Session Minutes, October 6, 2025.
2. Approval of Study Session Minutes, October 6, 2025.
3. Approval of City Commission Meeting Minutes, October 6, 2025.
4. Appropriation, Ordinance No.20, October 20, 2025.
5. Approval of Quit Claim Deed to Community Housing Association of Dodge City.

Commissioner Daniel Pogue made a motion to approve the consent calendar as presented. Commissioner Chuck Taylor seconded the motion. The motion carried 5 - 0.

ORDINANCES & RESOLUTIONS

Ordinance No. 3839: An Ordinance annexing to the City of Dodge City the described property, in accordance with K.S.A. 12-520c and all amendments a thereto was approved on a motion by Commissioner Rick Sowers. Commissioner Michael Burns seconded the motion. The motion carried 5 - 0.

NEW BUSINESS

1. Commissioner Michael Burns made a motion to approve the 2024 Audit Financial Statements. Commissioner Rick Sowers seconded the motion. The motion carried 5 - 0.
2. Commissioner Michael Burns made a motion to table the St. Mary of the Plains Alumni Board's Spirit of Place Project for further discussion. Commissioner Rick Sowers seconded the motion. The motion carried 5 - 0.
3. Commissioner Rick Sowers moved to approve Amendment #5 to the Jacobs Agreement in the amount of \$3,064,432 for Operations, Maintenance, and Services for Calendar Year 2026. Commissioner Daniel Pogue seconded the motion. The motion carried 5 - 0.
4. Commissioner Daniel Pogue made a motion to approve the Consulting Service Agreement with SMH in the amount of \$914,677.50 for the design of 6th Avenue (Comanche St. to Soule St.) & Soule St. (Manor Dr. to 1st Ave). Commissioner seconded the motion. The motion carried 5 - 0.

5. Commissioner Chuck Taylor made a motion to approve the Change Order #1 to 2025 Asphalt Mill & Inlay to extend quantities to Include additional street sections in the amount of \$313,409.10. Commissioner Michael Burns seconded the motion. The motion carried 5 - 0.

6. Commissioner Michael Burns made a motion to approve the Letter Agreement for Professional Services and Scope of Services for the Traffic Signal Design at the Wyatt Earp Blvd. and Underpass Road Intersection with Olsson in the amount of \$65,000. Commissioner Rick Sowers seconded the motion. The motion carried 5 - 0.

7. Commissioner Rick Sowers made a motion in the amount no to exceed \$250,000 for the remainder of the Boot Hill Museum Front Street Facades and authorize the City Manager to sign a memorandum of understanding to define the city's total contribution of \$300,000 which includes Phase One (1) of the project. Commissioner Chuck Taylor seconded the motion. The motion carried 5 - 0.

OTHER BUSINESS

STAFF REPORTS

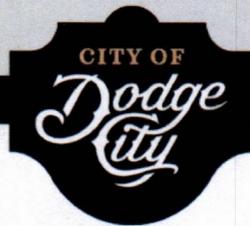
ADJOURNMENT

Commissioner Daniel Pogue made a motion to adjourn the meeting. Commissioner Michael Burns seconded the motion. The motion carried 5 - 0.

ATTEST:

Mayor

City Clerk



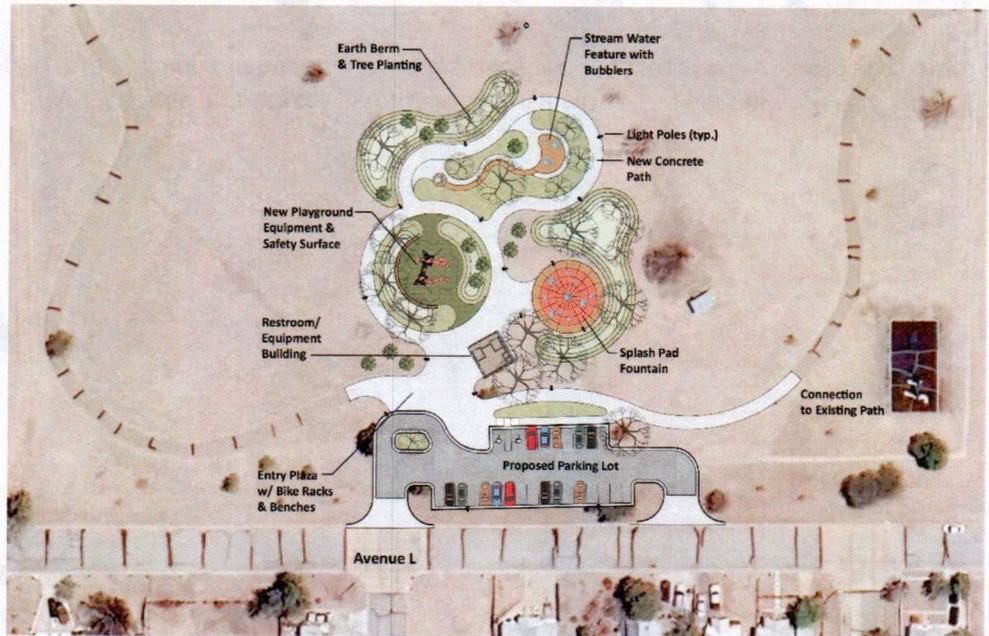
Memorandum

To: City Commission; Nick Hernandez, City Manager
From: Daniel Cecil, Director of Parks & Recreation & Melissa McCoy, Assistant City Manager/Public Affairs
Date: November 3, 2025
Subject: Approval of CDBG Grant Resolutions 2025-38, 2025-39 & Application
Agenda Item: Ordinances & Resolutions

Purpose: The City of Dodge City intends to submit an application to the Community Development Block Grant under the Large Community Facilities category. Funding is being sought for improvements at Thurow Park, which include construction of a splashpad, new playground, restrooms, and off-street parking. Approval of Resolutions 2025-38 and 2025-39 are required in order for the City to apply for funding.

Recommendation: City staff and the Parks & Recreation Advisory Board recommend approval of Resolutions 2025-38 and 2025-39, which would authorize the City of Dodge City to submit an application for a Community Development Block Grant to fund improvements at Thurow Park and provide assurances for its ongoing maintenance and operations.

Background: Staff were made aware of the opportunity to apply for a Community Development Block Grant (CDBG) to fund improvements to community facilities. With the recent opening of the new splashpad in Beeson Arboretum and positive community feedback, staff moved forward with plans to construct a splashpad at Thurow Park. This location was chosen given its proximity to the Sundance Apartments, the HUD low-income housing, the Comanche Walking Trail extension, and Arrowhead West.



As part of the City's Citizen Participation Plan, staff have shared information about the project through various mediums.

- Project information was shared to residents located approximately within a 1-mile radius uninterrupted by major streets via mail in late September. Residents were invited to learn more at a block party held in the area on October 11th and at the public hearing to be held October 20th. Approximately 1200 letters were sent out.

- Staff held a block party on Housing Authority property located at Avenue K and Comanche St. Attendees were given free hotdogs and hamburgers, learned more about the project and viewed the project concept images. Approximately 50 residents were in attendance.
- Staff presented at Disability Mentoring Day about the proposed project. Approximately 50 residents were in attendance.
- Staff shared flyers and information about the public hearing with community contacts including Dodge City Public Schools, Dodge City Public Library, the City's Cultural Relations Advisory Board, Arrowhead West, and Beyond Barriers. Staff also sent out a public notice on October 14th via our website, which is considered to be the City's official newspaper, and on our social media pages.
- A public hearing was held during the October 20th, 2025 City Commission meeting. Staff presented information about the project, shared concept images, and presented the project budget estimate and funding plan. No members of the public provided public comment.
- A second public hearing is planned to be held October 30th at 7 pm City Hall. Staff plan to present information about the project, share concept images, and present the project budget estimate and funding plan. Staff sent out a public notice on October 24th via our website, which is considered to be the City's official newspaper, and on our social media pages. Staff also posted about the public hearing in the Dodge City Globe.

Overall, staff have received positive feedback about the proposed projects from households as well as community organizations. The construction of additional splashpads throughout the community is seen as a priority given the appeal and need for outdoor recreational opportunities that are safe and accessible to children of all ages and abilities.

Staff did receive one comment opposing the project due to the proximity to the resident's home; however, the project location has since moved to Thurow Park, which should alleviate these concerns.

City Commission Options:

- 1. Approve
- 2. Disapprove

Financial Considerations: The project budget for the improvements at Thurow Park is \$2,252,803.50. The City is eligible to apply for up to \$1.5 million in CDBG funds and must provide a minimum 20% local match.

By approving the resolutions, the City is committing to finding the funding required. The proposed local match breakdown is shown in the image.

Legal Considerations: Resolutions 2025-38 and 2025-39 have been reviewed by the City Attorney. If the City's CDBG application is approved, then the City Attorney will review and recommend the funding agreement for the City Commission's approval.

Mission/Values: This project meets the City's Core Purpose of "Together we serve to make Dodge City the best place to be" as well as the Core Value of Ongoing Improvement where "Together, we value progress, growth and new possibilities by providing for the community's growth."

Attachments:

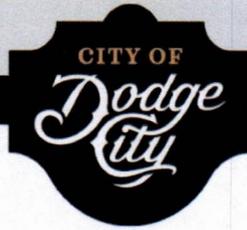
- Resolution 2025-38
- Resolution 2025-39
- Statement of Assurances and Certifications
- Link to Thurow Park Splashpad Landing Page: www.dodgecity.org/1134

Approved for the Agenda by:



Daniel Cecil, Director of Parks and Recreation

EAST DODGE SPLASHPAD	
Budget Estimate	
Site Prep + Work	\$ 142,500.00
Construction Signage + BMP	\$ 1,312.50
Utilities	\$ 296,600.00
Playground	\$ 449,500.00
Splashpad	\$ 363,300.00
Restrooms	\$ 275,000.00
Concrete Pavement/Parking	\$ 280,500.00
Staking, Inspections, Testing (6%)	\$ 108,522.75
Engineering/Architeturual Fees 8%	\$ 144,697.00
Contractor Overhead/Profit 10%	\$ 180,871.25
Environmental Review	\$ 10,000.00
	\$ 2,252,803.50
Funding	
CDBG (66.58%)	\$1,500,000
Local Match (33.42%)	\$752,803.50
	\$ 2,252,803.50
Local Match Sources	
Water and Sewer Funds	\$ 149,100.00
Capital Improvement Funds	\$ 528,423.15
In Kind - Construction	\$ 75,280.35
	\$ 752,803.50



RESOLUTION NO. 2025-38

A RESOLUTION CERTIFYING LEGAL AUTHORITY TO APPLY FOR THE 2025 KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FROM THE DEPARTMENT OF COMMERCE AND AUTHORIZING THE MAYOR TO SIGN AND SUBMIT SUCH AN APPLICATION FOR THE PURPOSE OF FUNDING IMPROVEMENTS AT THUROW PARK

WHEREAS, the City of Dodge City, Kansas is a legal government entity as provided by the laws of the State of Kansas; and

WHEREAS, the City of Dodge City, Kansas intends to submit an application for assistance from the 2025 Community Development Block Grant program; and

WHEREAS, the City of Dodge City, Kansas has the authority to apply for assistance from the Kansas Small Cities Community Development Block Grant program.

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

SECTION 1: That the Mayor of Dodge City, Kansas is authorized to act as the applicant's official representative in signing and submitting an application for assistance to the Community Development Block Grant.

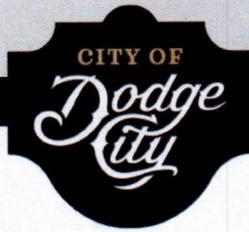
SECTION 2: That the City of Dodge hereby dedicates a total of \$752,803.50 towards this project with \$667,523.15 coming from cash funds and \$75,280.35 in force account labor for same.

ADOPTED AND PASSED by the Governing Body of the City of Dodge City, Kansas, this 3rd day of November 2025.

Jeff Reinert, Mayor

ATTEST:

Connie Marquez, City Clerk



RESOLUTION NO. 2025-39

A RESOLUTION ASSURING THE KANSAS DEPARTMENT OF COMMERCE THAT FUNDS WILL BE CONTINUALLY PROVIDED FOR THE OPERATION AND MAINTENANCE OF IMPROVEMENTS TO THE SYSTEM TO BE FINANCED WITH COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, the City of Dodge City, Kansas is applying for Small Cities Community Development Block Grant funds under the Community Facility Category, as administered by the Kansas Department of Commerce; and

WHEREAS, the City of Dodge City, Kansas wishes to utilize this funding for the purpose of constructing improvements to Thurow Park, as described in the Community Development Block Grant application submitted to the Kansas Department of Commerce; and

WHEREAS, the City of Dodge City, Kansas has determined that the annual operation and maintenance costs of the improvements to Thurow Park are anticipated to be \$30,000; and

WHEREAS, the annual budget has been determined to be adequate to fund the operation and maintenance of the improvements at Thurow Park.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS that the City of Dodge City hereby assures the Kansas Department of Commerce that sufficient funds will be provided for the continued operation and maintenance of the above-described improvement; that these operation and maintenance costs will be reviewed annually; and that the budget will be adjusted, when necessary, to reflect and cover any increase in costs.

ADOPTED AND PASSED by the Governing Body of the City of Dodge City, Kansas, this 3rd day of November 2025.

Jeff Reinert, Mayor

ATTEST:

Connie Marquez, City Clerk

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to the grant that:

- (1) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (2) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (3) Prior to submission of its application to Commerce, the grantee has met the citizen participation requirements, prepared its application of community development objectives and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
- (4) It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight; the final statement (application) of projected use of funds may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
- (5) Its chief executive officer or other officer of the grantee approved by Commerce:
 - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a);
 - (b) Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official; and
- (6) The grant will be conducted and administered in compliance with the following federal and state regulations (see Appendix A: Applicable Laws and Regulations):

- (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part 1;
- (b) Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
- (c) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.602);
- (d) Section 3 of the Housing and Urban Development Act of 1968, as amended; and implementing regulations at 24 CFR Part 75;
- (e) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60;
- (f) Executive Order 11063, as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;
- (g) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
- (h) The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
- (i) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR 570.488;
- (j) Anti-displacement and relocation plan requirements of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended;
- (k) Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended.
- (l) The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements;
- (m) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;

- (n) The regulations, policies, guidelines and requirements of 2 CFR Part 200 as they relate to the acceptance and use of federal funds under this federally assisted program;
 - (o) The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation, and telecommunications;
- (7) The conflict of interest provisions of 24 CFR 570.489 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are receiving CDBG funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification;
 - (8) It will comply with the provisions of the Hatch Act that limits the political activity of employee;
 - (9) It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant;
 - (10) It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B issued pursuant to the Lead-Based Paint Hazard Elimination Act (42 U.S.C. 4801 et seq.).
 - (11) The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (a) CDBG funds are used to pay the proportion of such assessment that relates to non CDBG funding or; (b) the local government certifies to the state that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, that the local government does not have sufficient CDBG funds to comply with the provision of (a) above.
 - (12) It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for CDBG funding.

- (13) It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.
- (14) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

The applicant hereby certifies that it will comply with the above stated assurances.

Signature, Chief Elected Official	Name (typed or printed)
Title	Date

To Whom It May Concern:

As Chief Elected Official of the City/County of _____, I hereby certify that I have knowledge of all activities in the above-referenced application. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. I therefore certify that no portion of the above application violates this regulation.

Mayor/County Commission

ATTEST:

City/County Clerk



Memorandum

To: City Commission & City Manager, Nick Hernandez
From: Kevin Israel, Director of Construction and Facilities
Date: November 3, 2025
Subject: Title VI
Agenda Item: Ordinances and Resolutions

Recommendation: Staff recommends approval of Resolution 2025-40 adopting a Title VI policy for the City of Dodge City which will repeal and replace all other resolutions and policies in conflict.

Background: As a requirement from the Kansas Department of Transportation (KDOT) involving all City programs and activities, staff has reviewed the existing Title VI policy. Title VI states that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The intent of this policy is to repeal and replace any existing policies and renew the existing, comprehensive Title VI plan for the City in all departments.

This policy is required for the City to remain in good standing with KDOT, and the State and Federal Government. It provides a complaint procedure and process for anyone who believes they have been subject to discrimination.

This year’s Resolution re-affirms the City’s commitment to Title VI. Attached is the resolution, and two documents that have been updated since last year: the Limited English Proficiency Plan and the Public Participation Plan.

City Commission Options:

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

Financial Considerations: Failure to maintain an appropriate Title VI policy would potentially disqualify the City from receiving Federal funds for programs such as Public Transportation grants, Federally Highway funds and other funding programs.

Legal Considerations: This policy does not expose the City to any additional liability. It details a plan for how discrimination issues will be addressed. The City Attorney has reviewed and approved the resolution and other all other attachments.

Mission/Values: This policy is consistent with the City's core value of making Dodge City the best place to be.

Attachments:

- Resolution 2025-40
- Public Participation Plan
- Limited English Proficiency Plan

Approved for the agenda by:



Paige Gilmore, City Attorney

RESOLUTION 2025-40
A RESOLUTION OF THE GOVERNING BODY OF
THE CITY OF DODGE CITY, KANSAS ADOPTING
A TITLE VI POLICY

WHEREAS, Title VI of the Civil Rights Act of 1964 [42 U.S.C. §2000d et seq.], states that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance

WHEREAS, it is the understanding of the City of Dodge City that the Department of Commerce, and Kansas Department of Transportation maintain the intent of Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency” (65 FR 50121) to reduce language barriers and improve access to programs receiving Federal financial assistance, especially by persons who are limited in their English proficiency; and,

WHEREAS, the City of Dodge City, Kansas (“City”) is a recipient of Federal financial assistance through the Public Transportation Program and other City programs, and is therefore obligated to have policies in place to adhere to Title VI and Executive Order 13166; and,

WHEREAS, a broad cross section of community members uses public transportation services; and,

WHEREAS, our community residents include people from more than twenty (20) nations, with recent immigrants sometimes needing access to interpreters and translated documents; and,

WHEREAS, the City departments Legal and Human Resources, as well as the Kansas Department of Transportation, have reviewed and approved the attached documents; and,

WHEREAS, these Title VI, Limited English Proficiency and Public Participation plans are consistent with the intent and actions already followed by the City of Dodge City.

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

- 1) The City hereby adopts a compliance policy and procedure governing complaints associated with Title VI of the Civil Rights Act of 1964 and Executive Order 13166.
- 2) Related Documents - Policy documents shall be kept and updated from time to time as needed by the Title VI Coordinator and will include:
 - a. Title VI Complaint Procedures for Dodge City Public Transportation Program.
 - b. Title VI Policy and Complaint Procedure – City Wide
 - c. Title VI Policy Notice
 - d. Limited English Proficiency (LEP) Plan
- 3) The Human Resource Office for the City will serve as the Title VI

Coordinator as called for in said policy documents.

- 4) The Parks and Recreation Advisory Board shall serve as the Public Transportation Advisory Committee and shall receive reports from the Director of Construction and Facilities or its designee regarding Public Transportation.

ADOPTED AND PASSED by the Governing Body of the City of Dodge City, Kansas on November 3, 2025.

Jeffery J. Reinert, Mayor

ATTEST:

Connie Marquez, City Clerk

Dodge City Public Transportation Program Public Participation Plan (PPP)

1. Brief description of **Provider's activities and services**

Dodge City Public Transportation serves Dodge City and Rural Ford County, Kansas. Currently, D-Tran Fixed Route bus service consists of three bus routes and 65 designated stops located throughout Dodge City. Buses arrive at each stop every hour on the hour from 6:00 am to 6:00 pm, Monday through Friday. Para-Tran is an origin to destination paratransit service available for persons who, because of a disability, are unable to use the D-Tran Fixed Route Bus Service. The Para-Tran service area is within $\frac{3}{4}$ mile of D-Tran routes. R-Tran is for Regional Demand Response service outside the $\frac{3}{4}$ mile Para-Tran zone, and up to 2 miles beyond the city limits.

2. Brief description of **activities that would warrant public participation** (i.e. fare changes, changes to service hours, route adjustments, service area changes).

This change will warrant public participation as we currently operate a Fixed Bus Route Service to our Public Transportation program and could expect some changes which are listed below:

- Adjustments of routes
- Determining location of bus stop
- Changes in Fares or Discounts
- Hours of operation
- Determine eligibility for parallel Paratransit/Demand Response service for persons Unable to use Fixed Route buses.

3. Brief description of the **proactive public participation strategies** to be used.

Public Participation will be enabled through the following processes:

- **Greet, Meet and Inform**

Purpose- Public Transportation intends to provide a location and time for the community to give input on the current Transportation program and how we can better serve our community.

Frequency and Time of Meetings- Dodge City Public Transportation holds drivers' meetings monthly and would allow public or transportation participants to attend for the first 30 minutes of the meetings to bring forth any question, concerns or suggestions to our program. Dodge City Commissioners' meetings are also held every other Monday with Public Hearing for the first 5 minutes of each scheduled meeting.

- **Use of social media and Online Participation Methods**

Purpose- Because participation preferences are changing among some population groups, we will consider disseminating information and gathering input through such mechanisms as Facebook, Twitter, and Online Participation methods. This could include posting relevant information on agency website and including methods for submitting public comments.

- **Employ Public-Friendly Methods for Engaging Groups**

- Employ visual techniques, when possible, to depict the agency’s activities/materials to the public (i.e., charts, graphs, photo interpretation, maps, use of GIS, artist’s renderings, physical models)
- Utilize a variety of advertising platforms (i.e., newspaper, notices on public transportation vehicle, social media, website, local radio, and cable television)

4. Brief description of **Outreach methods to engage minority and Limited English Proficiency (LEP) individuals** (i.e. translation of public meeting materials, providing translation services if requested, targeted media messages in low income neighborhoods of service area, work with existing neighborhood and advocacy organizations)

Spanish speakers who speak English “less than very well” make up 42% of Dodge City’s population and meet the threshold for LEP.

- All Public Transportation Program **materials will be made available in Spanish** as well as English, including all Title VI materials and everything on our website.
- Public Meetings held in English will also have a **Spanish speaking co-facilitator** who can translate should this be necessary
- **Civic Educational Meetings will be held in Spanish** at a different time and location so that the large number of Spanish speakers in our community can easily participate in learning about Dodge City Public Transportation. An English-speaking co-facilitator will be present who can translate should this be necessary.
- **We seek input and collaboration from organizations** which come into frequent contact with LEP people in our community. Examples of such organizations are:
 - United Way of Dodge City
 - Manna House of Dodge City
 - Catholic Social service come into frequent contact with LEP individuals through the various services and programs they provide.
 - Compass and Mental Health of Dodge City
 - Arrowhead West of Dodge City
 - Engage in Dodge
 - Salvation Army
- When requested, we **provide assistance in Spanish** by utilizing our Spanish speaking staff, including some Drivers and Dispatchers. When persons seek assistance in languages other than Spanish, we will utilize the **online and telephone interpreter and translation services of Language Line Solutions** at www.languageline.com.

5. Brief description of the **desired outcomes of the agency’s public participation efforts.**

Desired outcomes of the agency’s public participation efforts:

- The Public Transportation Program will have an improved understanding of the transportation needs.
- Direct feedback regarding the quality and effectiveness of the Public Transportation services being provided will give us the necessary information to improve the quality and effectiveness of our program
- High quality and timely feedback from the public will help the Public Transportation Program achieve more effective and efficient services.
- Enhanced awareness throughout the community of the services provided by the Public Transportation Program will help overcome objections and misunderstandings, increase utilization of our services, and build community-wide support for the program.

- Greater acceptance of changes (e.g., placement of bus stops in neighborhoods) because the public has been consulted and helped shape the changes.
- A well-informed public effectively engaged with development of the Public Transportation Program will become advocates for the program with public officials as they consider annual budgets and program changes.
- Effectively engaging targeted population groups will help assure the Public Transportation Program is providing full and open access to all.

6. Brief summary of recent outreach efforts over the past three years.

On Going Communication- Dodge City Public Transportation program continues to communicate with these businesses on an ongoing basis to collaborate on how we can better serve our community.

- City of Dodge City
- Cargill, Western Plains Medical Center, National Beef (major employers)
- Ford County Government
- Ford County Council on Aging
- Dodge City Community College
- Dodge City/Ford County Economic Development Corporation
- Dodge City Medical Center
- Dodge City Parks & Recreation
- Boot Hill Casino and Convention Center
- Salvation Army of Dodge City

Public Meetings (2019-Present) – As Public Transportation Program continues to service the community, we have attended meetings, seminars, trainings and expos to inform the community of our public service.

Groups participating included:

- Various Age Groups – Senior Citizens, Youth, Working Age
- Persons with Disabilities
- Community Service Volunteers
- Social Service Agencies
- Employers
- Elected Officials
- Educational Institutions
- Participants in English as a Second Language Programs
- Public Transportation Participants
- Various Population Groups – Hispanics, African Americans, Caucasians, non- English speakers, Recent Immigrants

Engage Dodge Program Participation- Engage Dodge is a community outreach program that is designed to inform the public about the services the City of Dodge City provides to its citizens. This program aims to enhance awareness of the functions, responsibilities, and impact of various City departments, providing participants with a deeper understanding of the local government operations, departmental budgets, and the challenges faced in serving the community. The Transportation Department participates in this program by giving an explanation about each service it offers and how to obtain service during a presentation. Through discussions and information sharing, Engage Dodge fosters open communication between participants and City staff while promoting volunteerism, civic engagement, and professional development. Participants gain valuable insights into proper channels for advocacy and develop a stronger connection to their community through

this unique opportunity. This presentation is given in English and Spanish, and the participants include high school students, Adult Learning Center students, members of the community, and Citizenship scholarship recipients. Over the past two years there have been multiple sessions held in September, October, and November of 2023, and April, May, October and November of 2024, April 2nd and 9th, May 5th of 2025 and below are the most recent listed dates and times of the meetings:

Engage Dodge: October 7th, 14th, 21st, and 28th from 6:00PM to 8:00PM
Including Trolley Tour

Local Newspaper Articles and Advertisements – Each year approximately 20 Public Transportation program display posters are placed in high traffic areas around the community and Dodge City Public Transportation Ads are placed monthly in the Dodge City Daily Globe newspaper.

Radio Interviews – In 2024, 30-minute radio interviews with the Public Service Specialist, Collin Clark, have been conducted on two separate occasions in the Community News program at local radio station K95. These were done to spread awareness of the Dodge City Public Transportation Program and upcoming events. Supervisor of Dodge City General Public Transportation also communicates with Steve Deno from K95 radio station to promote or alert the community of any immediate changes or additions to our local routes. Dodge City Public Transportation also offered free rides to the community for Dodge City Days events, July 25th - August 3rd and October 16th - November 4th to exercise their right to vote. We continue to communicate with the local radio stations about promoting any upcoming events or notices

Limited English Proficiency (LEP) Plan Dodge City Public Transportation

The intent of Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency” (65FR 50121) is to reduce language barriers and improve access to programs receiving federal funds, especially by persons who are limited in their English proficiency. As a federally funded program, the Dodge City Public Transportation Program will identify barriers to LEP individuals and implement a language assistance plan which will reduce language barriers and enhance access to our services by persons with Limited English Proficiency.

Four Factors Analysis for Dodge City and Ford County

1. Number and Proportion of LEP individuals who can utilize the service provided by Dodge City Public Transportation.

Information obtained from the American Community Survey (ACS) 2020 shows the Limited English Proficiency (LEP) Population Groups residing in Ford County. All of the following information comes from the ACS 2020 survey. The 6,565 Spanish speakers who speak English “less than very well” represent 21% of the Ford County population and meets the criteria for providing written translations of all materials. There are an additional 349 people who speak nine different languages and English “less than very well”, but as each is a small number none of those fit the criteria requiring written translations of materials. We do, however, encounter these persons as we provide Public Transportation services, and our LEP Plan is developed with them in mind as well as the many Spanish speakers.

2. Identify the frequency in which LEP individuals come into contact with our Public Transportation Program.

Spanish speakers with limited English proficiency make up 21% of the Ford County population. Hispanics (both those who speak English very well and less than very well) made up approximately 40% of our ridership. We know from experience that many have limited English proficiency.

While no other population or language group meets the LEP threshold for mandatory translation of all materials, we do encounter many individuals with limited English proficiency. Two large beef processing plants employ about 6,000 workers and recruit internationally to fill these positions. Many new immigrants with limited English proficiency come to our community for these jobs, and many choose to ride our buses.

3. Identify the importance of our Public Transportation service to the LEP community.

As new immigrants to the United States, and new job holders in our community, many LEP individuals have neither driver’s licenses nor cars. They are very public transit dependent. As time passes, many of these individuals acquire cars or at least a network of friends with whom they can carpool. Even then they may be transit dependent because a family (2 adults plus children) might have just one car. In such cases, either one adult might need public transportation to get to work, or the other adult and children might need public transportation for shopping and medical appointments. Both data and anecdotal evidence tells us that public transportation is very important to the LEP community.

4. Identify resources available for assisting LEP individuals and the respective costs of these resources.

Resources for Spanish Speakers: Spanish is the most common language spoken by our LEP population and meets the Title VI threshold requiring that translations be available in Spanish. Therefore, we have developed a number of different resources.

- Translations: All essential documents are available in English and Spanish, including:
 - Passenger Policies and Guidelines
 - All notices posted on buses

- Title VI Notice, Complaint Form and Complaint Procedures

Cost: For documents containing complex language requiring high level Spanish – English proficiency, we utilize the services of a professional translator who charges 11 cents per word plus \$25 per hour of translation work. For brief, simple notices posted on buses, we utilize bilingual staff at City Hall. While there is a cost (staff time), the Public Transportation Program is not billed for this work.

- Bilingual Staff: Three of our full-time drivers are bilingual in English and Spanish. When communication difficulties arise, other drivers use cell phones to get the assistance from the bilingual driver. When recruiting new drivers our job advertisement notes that ‘bilingual skills are strongly preferred but not required’. We contract with Finney County Transit to provide Dispatch services, so they encounter each of the LEP clients when reservations are taken. FIT has one dispatcher who is bilingual and utilize various other resources for understanding LEP clients.

Cost: Bilingual staff members in Dodge City are paid up to 7% over base salary because of this important skill. There is also a cost in terms of the time these staff members spend dealing with communication difficulties encountered by staff members who do not have bilingual skills. Finney County Transit bills us (and KDOT) for all the extra time it takes to work with LEP clients due to communication difficulties. However, there is no way to know what portion of the cost is related to communication with LEP clients.

- “Basic Spanish for Transit Employees”: To provide an additional resource for our drivers we will provide each driver, and place in each bus a copy of small book “Basic Spanish for Transit Employees”. We will train drivers utilizing the accompanying training DVD. Finney County Transit provides this resource for Dispatches.

Cost: each book costs \$24.50 and training video costs \$7.

Resources for Speakers of other Languages: because we have 349 persons who speak nine different languages (neither English nor Spanish) we have identified a resource we can utilize to assist when working with these clients.

- Pay as You Go Personal Interpreter Service: An additional resource we can utilize for simultaneous telephone translation in any language is the Pay- as-You-Go Interpreter Service provided by Language Line (www.language.com). When an LEP client calls our office (or Dispatch), this service can be utilized by calling their number and asking for a specific language interpreter. The interpreter joins in a 3-way telephone conversation and provides simultaneous translation between the caller and our staff. This resource can be especially valuable with LEP clients who speak a language other than Spanish, because we have no staff members who speak languages such as Arabic, Somali, or Laotian. It is possible to have documents translated if needed.

Cost: \$3.95 per minute which KDOT has determined can be charged to the 5311 grants as an operating cost.

Limited English Proficiency Plan

Identified LEP Individuals Table 1 contains information about Ford County’s LEP populations. Spanish is the only language group which meets the threshold to require written translations of all documents.

Language Assistance Measures In order to meet the needs of all LEP populations we will take the following steps.

For LEP Spanish Speakers: We will take the following actions:

- Translate all documents into Spanish, utilizing City Hall staff when possible and hiring professional translators when necessary. This includes:

- Passenger Policies and Guidelines
- All notices posted on buses
- Title VI Notice, Complaint Form, and Complaint Procedures
- Use Google Translate to enable our website to be translated and presented in Spanish.
- Make every effort to recruit and hire bilingual staff who speak Spanish
- Provide each driver, and place in each bus, a copy of “Basic Spanish for Transit Employees,” and utilize the training video in training all drivers.
- Work with Finney County Transit to assure that Dispatchers can work effectively with LEP Spanish Speakers.
- Utilize Pay-As You-Go Personal Interpreter and Translation Service (www.languageline.com) when necessary.

For LEP Speakers of Other Languages:

- Use Google Translate to enable LEP individuals to translate our Website information into their native language.
- Utilize Pay-As-You-Go Personal Interpreter and Translation Service (www.languageline.com)
- Utilize “I Speak” cards (see attached) to help identify the language being spoken by our LEP client, recognizing that our only resource for helping them will be the Pay-as-You-Go Personal Interpreter service. Many times, they will bring another member of their language community who speaks English well and who can help interpret for us.

Training Staff – Identify how agency staff will be trained in utilizing language assistance measures.

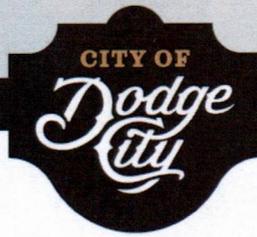
- Our Drivers will be trained in using the “Basic Spanish for Transit Employees” by utilizing the training video which accompanies the resource.
- Our Administrative Staff will be trained in how to utilize the Pay-As-You-Go Interpreter service.
- We will collaborate with Finney County Transit to assure that Dispatch staff have the skills needed to meet the communication challenges with all LEP language groups.

Providing Notice - Identify how Dodge City Public Transportation will provide notice of the LEP plan and the Title VI procedures.

- LEP Plan will be posted on Dodge City Public Transportation website.
- LEP Plan will be provided to any person or agency requesting a copy.
- The person to contact in regard to the LEP plan is Brenda Cecil-Martinez, Public Transportation Supervisor, and can be reached at 620-225-8119 or brendam@dodgecity.org
- On our website we will post “If a Complaint Procedures posted on this website”

Monitoring and Updating LEP Plan - Dodge City Public Transportation Program will take the following actions to monitor and update the LEP Plan:

- At a minimum, our agency will update the LEP Plan every three years as required by the Title VI update schedule.
- We will examine the LEP Plan annually as new drivers are being hired and trained in order to assure we are carrying out the plan to the fullest extent.
- If large number of LEP individuals present us with new challenges (e.g. a new language is introduced into the community), we will examine the LEP Plan to determine if any changes might be necessary, or any resources might be utilized which we had not known about previously.



Memorandum

To: City of Dodge City Commission

From: Director of Parks and Recreation, Daniel Cecil & Assistant City Manager, Melissa McCoy

Date: November 3, 2025

Subject: Approval of the MOU St. Mary of the Plains Alumni Board's Spirit of Place project

Agenda Item: Unfinished Business

Purpose: The purpose for the Spirit of Place project is to create a gathering space in Dodge City that pays tribute and recognizes the importance and history of the former St. Mary of the Plains Academy, High School and College.

Recommendation: Staff recommend approval of the Memorandum of Understanding (MOU) with the St. Mary of the Plains Alumni Board for their request to build the Spirit of Place project at the St. Mary's Complex.

Background: At the City Commission meeting on October 20, 2025, the City Commission reviewed the request from the St. Mary of Plains Alumni Board for the Spirit of Place Memorial project. There were no concerns with the project, but the Commission requested that staff present the MOU with the St. Mary of Plains Alumni Board for the project at the next City Commission meeting.

City Commission Options:

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

Financial Considerations: There is no current financial commitment for the City. The St. Mary of the Plains Alumni Board will utilize their existing funds as well as raise funds to build the project. The City may provide in kind work to help rebuild any upgrades to existing sidewalks. The City will also be responsible for the ongoing maintenance for the Spirit of Place project once completed. If additional funds are raised beyond the project costs the City will request that they be set aside to assist with future maintenance.

Legal Considerations: The City Attorney has approved the attached MOU and the St. Mary of the Plains Alumni Board has approved the agreement.

Mission/Values: This project supports the City's Core Value of Ongoing Improvement of "Together we value progress, growth and new possibilities by providing and preparing for the community's future."

Attachments:

Spirit of Place Memorial MOU
Architectural Layout Plan
Spirit of Place Site Plans

Approved for the Agenda by:



Melissa R. McCoy, Assistant City Manager

October 29, 2025

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF DODGE CITY
AND
SAINT MARY OF THE PLAINS ALUMNI ASSOCIATION**

This **MEMORANDUM OF UNDERSTANDING** (this “**MEMORANDUM**”) is made and entered into by and between the **CITY OF DODGE CITY, KANSAS** (the “**CITY**”), a municipal corporation and **SAINT MARY OF THE PLAINS ALUMNI ASSOCIATION** (the “**SMPAA**”), a non-profit 501(c)(3) organization operating in Dodge City, Kansas (collectively the “**Parties**”).

WHEREAS, the **CITY** has recognized the numerous benefits that Saint Mary of the Plains Academy, High School and College brought to this community during their time of operation; and,

WHEREAS, the **SMPAA** determined that it was critical to establish a space for the public to gather, reflect and know about the history of former St. Mary of the Plains Academy, High School and College and,

WHEREAS, there is no other location in Dodge City that offers this information and,

WHEREAS, that since the College closed in 1992 there is a limited number of alumni, faculty and staff left to share stories of their experiences and the impact the institution and the people had on their lives and,

WHEREAS, the Spirit of Place Memorial (“**MEMORIAL**”) will create a gathering space in Dodge City that pays tribute and recognizes the importance and history of the former St. Mary of the Plains Academy, High School and College

WHEREAS, the **CITY** agrees to provide land for the creation of the **MEMORIAL** that has approximate dimensions of 46ftx58ft on the south side of a perimeter fence bordering Cavalier Field, and maintain the property as part of the City parks.

NOW, THEREFORE, the Parties do hereby enter this **MEMORANDUM** as evidence of their good faith, desire, and intent to utilize a portion of the land at Saint Mary’s Complex for the **SMPCAA** to build the **MEMORIAL**.

October 29, 2025

THE CITY AGREES TO:

1. Allow SMPAA to use the land located at the entrance of Cavalier Field, along the walking trail and on the west side of the YMCA to construct the MEMORIAL.
2. Provide in-kind work to help upgrade existing sidewalks near the MEMORIAL.
3. Maintain the MEMORIAL after its construction.

THE SMPAA AGREES TO:

1. Contribute the funds for the entirety of the MEMORIAL and if available set aside funds for the long-term deferred maintenance of the MEMORIAL.
2. Provide the CITY with all renderings and plans for the MEMORIAL.
3. Obtain all the proper permits and meet all the requirements of the City Development Services Department for construction.
4. Oversee all the contracts and labor for the MEMORIAL.
5. Comply with the Kansas Act Against Discrimination and the Kansas Age Discrimination in Employment Act and the applicable provisions of the Americans with Disabilities Act and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position. If it is determined that the SMPAA has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the MEMORANDUM may be canceled, terminated, or suspended in whole or in part by the CITY.

THE PARTIES AGREE:

1. That City staff will review and approve all final plans prior to construction.
2. That SMPAA will relinquish all rights to the MEMORIAL following construction and the CITY will continue to uphold the original intent of the design and functionality to the best of its ability.
3. To use good faith efforts in working together to accomplish the purpose and intent of this MEMORANDUM.

October 29, 2025

4. That any disagreements regarding this MEMORANDUM will be discussed immediately between the City Manager or his/her designee and the President of the SMPAA Board of Directors before the City Manager makes a final determination of the issue.
5. Changes to the terms of this MEMORANDUM may be made only in writing and must be approved by the City Manager in consultation with the President of the SMPAA Board of Directors. Should a decision be made to amend the terms of this MEMORANDUM, the CITY and SMPAA must mutually agree in writing to amend the terms.
6. This MEMORANDUM may be amended, extended, or terminated at any time following discussions with the SMPAA Board of Directors and approval by the City Commission.
7. The CITY may terminate this MEMORANDUM at any time at its convenience by giving SMPAA written notice. The MEMORANDUM will be terminated on the first day of the month following the month in which a termination notice is received by SMPAA. Any termination shall not relieve the CITY of its obligation to pay for related products or services satisfactorily performed through the effective date of termination.
8. Notwithstanding anything contained in the MEMORANDUM to the contrary, it is understood and agreed by the Parties hereto that the CITY is obligated only to pay periodic payments or monthly installments under the MEMORANDUM as may lawfully be made from funds budgeted and appropriated for such purpose during the CITY'S then current budget year (i.e. January 1 to December 31) or from funds made available from any lawfully operated, revenue producing source. Should the CITY fail to budget, appropriate or otherwise make available funds for payments due under this MEMORANDUM in any budget year, the MEMORANDUM shall be deemed terminated on the last day of the then current budget year for which appropriations were received without penalty or expense to the CITY of any kind whatsoever, except as to the portions of the recurring charges herein agreed upon for which funds have appropriated and budgeted or are otherwise made available. The CITY agrees to notify SMPAA of such termination, which shall not constitute a default under the MEMORANDUM, at least sixty (60) days prior to the end of the CITY'S then current budget year.
9. The laws governing this MEMORANDUM shall be the laws of the State of Kansas, and venue shall be proper only in state courts located in Ford County, Kansas.
10. This agreement shall not be assigned, transferred, or subcontracted in whole or in part without prior written consent by the CITY.

October 29, 2025

11. Each and every provision hereof shall be reasonably subject to acts of God, fires, strikes, riots, floods, earthquake, acts of terrorism, war, endemic, epidemic, pandemic or other public health emergency, and other disasters beyond either Party's control.

IN WITNESS WHEREOF, the Parties have signed this Memorandum of Understanding on the date indicated below.

CITY OF DODGE CITY, KANSAS
a Municipal Corporation

by: _____
Nickolaus J. Hernandez, City Manager

ATTEST:

by: _____
Connie Marquez, City Clerk

DATED this ____ day of _____, 2025.

Saint Mary of the Plains Alumni
Association

by: _____
Beverly Glass, President

DATED this ____ day of _____, 2025.

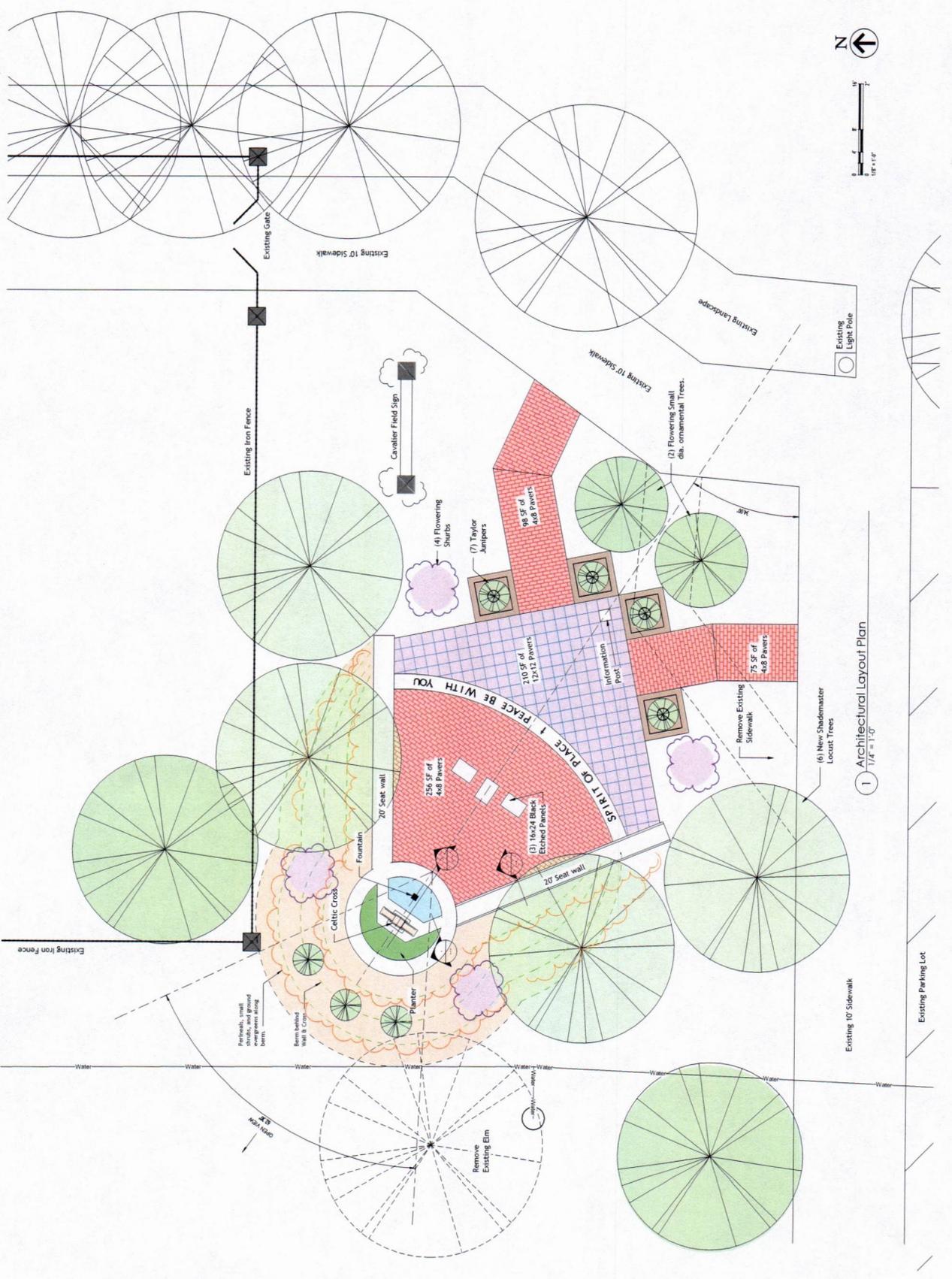
IF IN DOUBT -ASK!	
KEY NUMBER	225.003
TITLE	FLOOR PLAN
SCALE	1/4" = 1'-0"
SHEET NUMBER	A1.1

ST MARY ALUMNI
 SPIRIT OF PLACE PLAZA
 PROGRESS PLANNING
 DODGE CITY, KS 67901

PROGRESS
 PLAN

THE ARCHITECT, LLC
 PLANNING AND DESIGN
 305 NORTH MAIN STREET • GARDEN CITY, KS 67846
 PHONE: (620) 271-0852 • EMAIL: thearchitect@tca.com

DATE: 10/03/2025
 DRAWING: mof / fig
 REVISIONS: 1



1 Architectural Layout Plan
 1/4" = 1'-0"

TOILET
CONCESSION

OPEN GREEN

EXIST FENCE
27LG" SECTIONS
(NO CHANGE)

4" WATER
LOCATION
UNKNOWN

PLAN 'B'
1/16" = 1'-0"

OPEN
SIGHT
LINE

REMOVE
EXIST. TREE

WATER
CAPS

BERM

GRAY
FLD.

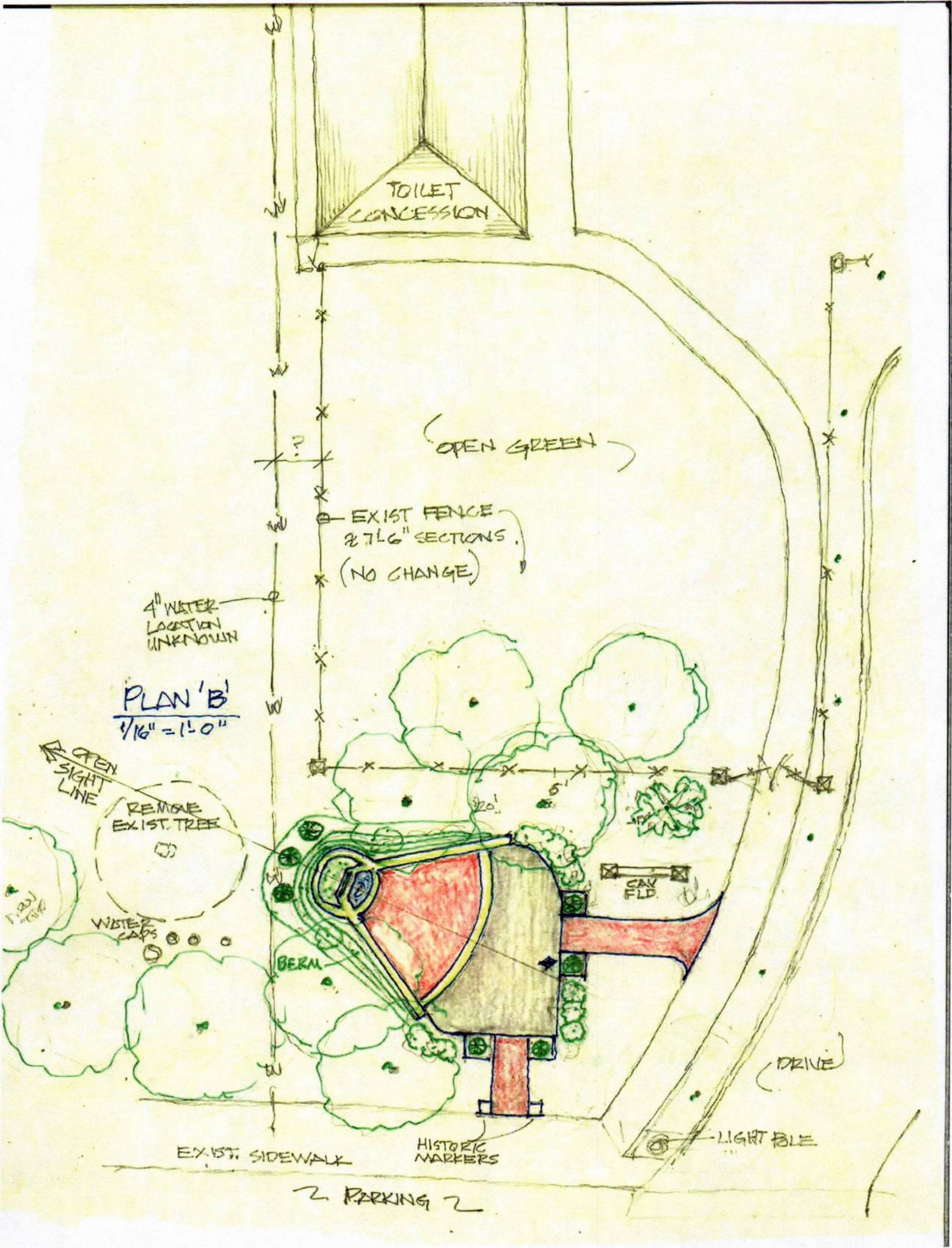
DRIVE

EXIST. SIDEWALK

HISTORIC
MARKERS

LIGHT PILE

2 PARKING 2





Memorandum

To: Dodge City Commission
From: Kevin Israel, Director of Construction and Facilities
Date: 11-3-2025
Subject: The request for approval to purchase Tennant M20 Scrubber

Recommendation: Staff recommend approval of the proposal from HERC Rental for the purchase of a used 2021 M20-LP warehouse floor scrubber for \$35,500.

Background: The MSB Warehouse accommodates multiple departments as well as the majority of the City's vehicles and equipment. To maintain a clean, organized, and safe working environment, we recommend the purchase of a floor cleaner. This will help ensure the warehouse remains safe and presentable for all staff and operations.

Financial Considerations: Municipal Equipment Replacement Fund

Purpose/Mission: This project is necessary to keep the working and driving areas clean and safe for those working in the warehouse. This aligns with the City of Dodge City Core Values.

Legal Considerations: none

Attachments: Proposal from HERC Rentals and Tennant.



9331 W KELLOGG
 WICHITA, KS 67209
 316-895-6165

Please make check payable to:
 HERC Exchange LLC
 Remit To:
 PO BOX 936257
 ATLANTA, GA 31193
 800-654-4740

EQP SALE RESERVATION

Job Site:
 CITY OF DODGE CITY
 100 CHAFFIN RD.
 DODGE CITY, KS 67801

 C#: 316-794-8044 J#: 620-225-8105

Customer:
 HERC RENTALS
 9331 W KELLOGG
 WICHITA, KS 67209

Invoice #... 57344756-000
 Invoice date 10/02/25 16:12
 Employee....
 Date in.....
 Job Loc.....
 Job No.....
 P.O. #..... CITYOFDODGECITY
 ORDERED BY: ISRAEL, KEVIN
 Terms..... Due Upon Receipt
 Est# Days: 0 / 0

Qty	Equipment #	Price	Amount
1	800311196 CC: 105-3761	34500.00	34500.00
	SWEEPER/SCRUBBER INDUS 40IN W/SIDE BRUSH HR OUT: 469.80		
	Make: TENNANT Model: M20-LP Serial #: M2011994		
	DELIVERY CHARGE		1000.00
	Taxable Sub-total: 34500.00		Sub-total: 35500.00
			Tax: 3105.00
			Total: 38605.00
	** ATTENTION ** Amount uncollected: 38605.00		

Herc Rentals Inc. does hereby transfer, set aside and assign all of its rights, (but not its obligatons), to sell the equipment described in this quote, to HERC Exchange LLC pursuant to the HERC/HERC Exchange LLC Master Exchange Agreement. Notice is hereby given that all of HERC's rights, (but not its obligations), to sell the equipment described in this quote, have been assigned to HERC Exchange LLC pursuant to the HERC/HERC Exchange LLC Master Exchange Agreement.

Print Customer Name _____ Title _____
 Customer Signature _____ Date _____



Carefully read the terms and conditions on reverse side of this page