

CITY COMMISSION AGENDA

City Hall Commission Chambers

Monday, April 19, 2010

7:00 p.m.

MEETING #4803

CALL TO ORDER

ROLL CALL

ELECTION OF MAYOR AND VICE MAYOR

INVOCATION: by Pastor Corey Godbey, First United Methodist Church

PLEDGE OF ALLEGIANCE Boy Scout Troop #162

PETITIONS & PROCLAMATIONS

Fair Housing Proclamation

Arbor Day – April 30th

Volunteer Week Proclamation

Silver Star Banner Day 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).

Dodge City Public Library Quarterly Report by Cathy Reeves

CREW/KDCB Annual Report by Kurth Lancaster

CONSENT CALENDAR

1. Approval of City Commission Executive/Work Session Meeting minutes, April 5, 2010
2. Approval of City Commission Meeting minutes, April 5, 2010
3. Appropriation Ordinance No. 7, April 19, 2010

4. Cereal Malt Beverage License
 - a. Kwik Shop, Inc. – 1811 Central
 - b. Kwik Shop, Inc. – 1500 W. Wyatt Earp
 - c. Billy Vo and Bich Lam – 1202 E. Wyatt Earp
5. Approval of Change Order for Hoover Pavilion Roof Project.
6. Approval of Contract with Wald & CO., Inc. d/b/a All American Display Fireworks.

ORDINANCES & RESOLUTIONS

Resolution No. 2010-11: Accepting infrastructure improvements at Boot Hill Casino and Events Center Site. Report by Director of Engineering Services, Joe Finley.

Resolution No. 2010-12: Authorizing EFM Consulting LLC to act on the City of Dodge City's behalf to develop a Hazard Mitigation Plan. Report by Director of Engineering Services, Joe Finley.

Resolution No. 2010-13: Accepting infrastructure improvements at the Ford County Detention Facility Site. Report by Director of Engineering Services, Joe Finley.

Ordinance No. 3488: Ordinance Prohibiting parking along Comanche Street from US 50 to East End of Comanche. Report by Director of Engineering Services, Joe Finley.

Ordinance No. 3489: Ordinance to provide for installation of Stop Signs on Cherry Street at Crawford Avenue and Minneola Road. Report by Director of Engineering Services, Joe Finley.

Ordinance No. 3490: Ordinance Amending the City of Dodge City Code, Chapter V, Article 6, Temporary Business License/Permits. Report by Finance Director/City Clerk, Nannette Pogue.

UNFINISHED BUSINESS

NEW BUSINESS

1. Approval of East Wyatt Earp Addition Final Plat. Report by Director of Development Services & Inspections, Dennis Veatch.
2. Approval of Purchasing Policy. Report by Finance Director/City Clerk, Nannette Pogue.

OTHER BUSINESS

ADJOURNMENT

PROCLAMATION

Celebrating 42 Years of Fair Housing

City of Dodge City, Ford County, Kansas

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

WHEREAS, the City of Dodge City, Ford County, Kansas is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

WHEREAS, the Fair Housing groups and the U.S. Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in Dodge City, Ford County, Kansas that can and should be achieved,

I, Mayor of the City of Dodge City, on behalf of its citizens, do hereby proclaim the month of April as

FAIR HOUSING MONTH

And express the hope that this year's observance will promote fair housing practices throughout the City of Dodge City, Ford County, Kansas.

Dated this 19th day of April, 2010.

Mayor

ATTEST:

Nannette Pogue, City Clerk

PROCLAMATION

WHEREAS: In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS: this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS: Arbor Day is now observed throughout the nation and the world; and

WHEREAS: trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS: trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS: trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS: trees are a source of joy and spiritual renewal; and

WHEREAS: Dodge City has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways.

NOW, THEREFORE, by virtue of the authority vested in me as Mayor of the City of Dodge City, I do hereby proclaim April 30, 2010, as

ARBOR DAY

in Dodge City and urge all citizens to support efforts to care for our trees and woodlands and to support our city' community forestry program, and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Dodge City to be affixed, this 19th day of April, 2010.

Mayor

SEAL

Nannette Pogue, City Clerk

PROCLAMATION

WHEREAS, the foundation of a humane and just society is the people's willingness to work together for the common good; and

WHEREAS, volunteerism historically reflects the highest values of our democratic society, in that regardless of the situation, station, age, race, creed, all may volunteer and thus reap the rich rewards that come from giving aid to others, while improving one's own skills and widening one's horizons; and

WHEREAS, Americans are willing and eager to volunteer and bring people together in response to our community's critical needs; and

WHEREAS, our volunteers demonstrate that it is possible to bring people together in response to our community's critical needs; and

WHEREAS, it is the duty of every citizen and leader to honor our dedicated volunteers and celebrate the volunteer programs that contribute to the quality of life in Dodge City and our surrounding communities.

NOW, THEREFORE, as Mayor of the City of Dodge City do hereby proclaim the week of April 18-24, 2010 as

VOLUNTEER WEEK

in the City of Dodge City, and urge all citizens to join me as we celebrate this special day.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Dodge City to be affixed.

Signed this 19th day of April, 2010.

ATTEST:

_____, Mayor

Nannette Pogue, City Clerk

PROCLAMATION

WHEREAS, the City of Dodge City has always honored the sacrifice of the men and women in the Armed Forces; and

WHEREAS, The Silver Star Families of America was formed to make sure we remember the blood sacrifice of our wounded and ill by designing and manufacturing a Silver Star Banner and Flag;; and

WHEREAS, to date The Silver Star Families of America has freely given thousands of Silver Star Banners to the wounded and their families; and

WHEREAS, the members of The Silver Star Families of America have worked tirelessly to provide the wounded of this City and Country with Silver Star Banners, Flags and care packages; and

WHEREAS, The Silver Star Families of America's sole mission is that every time someone sees a Silver Star Banner in a window or a Silver Star Flag flying, that people remember the sacrifices for this City, State and Nation; and

WHEREAS, the people and Mayor of Dodge City wish that the sacrifice of so many in our Armed Forces never be forgotten.

NOW THEREFORE, I, Mayor of the City of Dodge City do hereby proclaim May 1, 2009 as

SILVER STAR BANNER DAY

My appreciation of The Silver Star Families of America and honor their commitment to our wounded Armed Forces members. I hereby proclaim that May 1st as Silver Star Banner Day and the permanent and official day to honor the wounded and ill Soldiers of the City of Dodge City.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Dodge City, Ford County, Kansas this 19th day of April, 2010.

Mayor

ATTEST:

Nannette Pogue, City Clerk



CREW RECYCLING CENTER KEEP DODGE CITY BEAUTIFUL

KURTH LANCASTER

CREW / KEEP DODGE CITY BEAUTIFUL COORDINATOR

APRIL 19, 2010

REDUCE, REUSE, RECYCLE

2009 YEAR SUMMARY

- **CREW RECYCLING**
 - ◆ **SUCCESSFUL YEAR OF RECYCLING PRODUCTS**
 - ◆ **INCREASE IN THE NUMBER OF TONS PRODUCED**
- **KEEP DODGE CITY BEAUTIFUL**
 - ◆ **INCREASE IN THE VISIBILITY OF PROGRAM**
 - ◆ **CONTINUATION OF SUCCESSFUL PROGRAMS**



REDUCE, RE-USE, RECYCLE

CREW RECYCLING CENTER

- LOCATED AT 716 E. MILITARY AVENUE
- DAILY DROP-OFF LOCATIONS AT CREW, CIVIC CENTER AND DODGE CITY COMMUNITY COLLEGE
- TRAVELING TRAILER - 7 LOCATIONS WITHIN DODGE CITY
- TRAVELING TRUCK - 3 OUTLYING COMMUNITIES
 - ◆ BLOOM
 - ◆ BUCKLIN
 - ◆ SPEARVILLE



REDUCE, RE-USE, RECYCLE

CREW RECYCLING CENTER

ITEMS TO BE RECYCLED

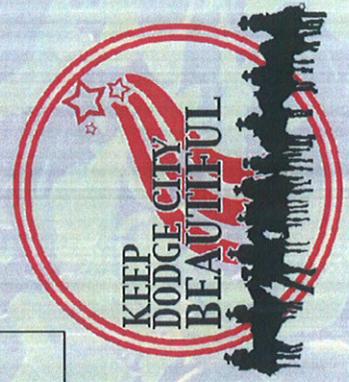
- **PLASTICS BOTTLES**
 - ◆ #1 PLASTIC  PET(E)
 - ◆ #2 PLASTIC  HDPE
- **ALUMINUM CANS**
- **TIN CANS**
- **GLASS (FOOD & BEVERAGE)**
- **ELECTRONIC RECYCLING**
 - ◆ CELL PHONES
 - ◆ INK JET CARTRIDGES
 - ◆ COMPUTERS
- **NEWSPAPERS**
- **MAGAZINES & CATALOGS**
- **MIXED PAPER**
- **CORRUGATED CARDBOARD**
- **PHONE BOOKS**
- **PLASTIC GROCERY SACKS**
- **HOUSEHOLD BATTERIES**



REDUCE, RE-USE, RECYCLE

CREW RECYCLING CENTER

RECYCLING PRODUCTION (IN TONS)



REDUCE, RE-USE, RECYCLE

KEEP DODGE CITY BEAUTIFUL

- LITTER PREVENTION
- WASTE REDUCTION & RECYCLING
- BEAUTIFICATION PROJECTS
- GREAT AMERICAN CLEAN UP
 - ◆ LITTER PICK UPS
 - ◆ ADOPT A HIGHWAY
 - ◆ ADOPT A SPOT
 - ◆ EARTH DAY
 - ◆ RIVER CLEAN UP WITH CARGILL
 - ◆ ARBOR DAY
- GRAFFITI REMOVAL & EDUCATION
- LANDSCAPE PLANTINGS
- LITTER PICK UP
- PARK CLEANING



REDUCE, RE-USE, RECYCLE

CREW / KDCB

GOALS FOR 2010

- PRODUCE 1,000 TONS OF RECYCLING
- ESTABLISH A CITY WIDE RECYCLING POLICY
- PROMOTE & INCREASE RECYCLING WITH SCHOOLS
- REVISE GRAFFITI ORDINANCE
- START AN ADOPT A SPOT PROGRAM
- CURBSIDE RECYCLING SURVEY
- BETTER PUBLIC EDUCATION ON RECYCLING
- RECYCLING AT EVENTS (I.E. DODGE CITY DAYS, T.O.C.)
- GREAT AMERICAN CLEAN UP EVENTS



REDUCE, RE-USE, RECYCLE

CREW / KDCB

SPECIAL ITEMS FOR 2010

- AWARDED KDHE 2010 WASTE TIRE PRODUCTS GRANT
 - ◆ RUBBER SURFACES FOR FRIENDSHIP & KIWANIS PARKS
 - ◆ \$27,588.80 IN GRANT FUNDS
- AWARDED KOR BIN GRANT
 - ◆ 25 RECYCLING BINS
- AWARDED UPS/KAB COMMUNITY IMPROVEMENT GRANT
 - ◆ PURCHASE RECYCLING ROLL-OFF CONTAINERS
 - ◆ \$10,000.00 IN GRANT FUNDS
- WORKING WITH TOWN OF BAZINE
 - ◆ ACCEPTING THEIR RECYCLING MATERIALS

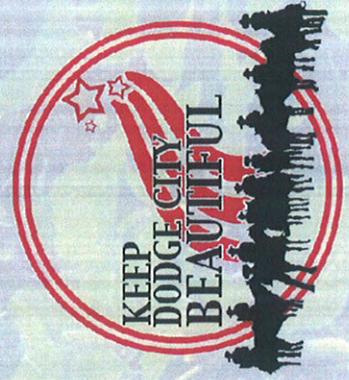


REDUCE, RE-USE, RECYCLE

QUESTIONS?



REDUCE, RE-USE, RECYCLE





DODGE CITY

RECYCLING POLICY

POLICY

THE CITY OF DODGE CITY IS COMMITTED TO A VISION OF DODGE CITY AS AN ENVIRONMENTALLY HEALTHY AND SUSTAINABLE COMMUNITY. RECYCLING IN CITY FACILITIES IS AN OPPORTUNITY FOR THE CITY TO LEAD BY EXAMPLE.

- **CITY OF DODGE CITY FACILITIES AND EMPLOYEES SHALL PARTICIPATE IN THE RECYCLING OF MATERIALS CONSISTENT WITH THE CREW RECYCLING PROGRAM. THE PROGRAM SHALL BE IN PLACE BY APRIL 22, 2010.**

THE CREW RECYCLING PROGRAM IS AVAILABLE AT WWW.DODGECITY.ORG/CREW.

DEFINITIONS

DESIGNATED MATERIALS — THE FOLLOWING RECYCLABLE MATERIALS LISTED IN THIS POLICY SHALL BE INCLUDED IN RECYCLING.

- **MIXED PAPER** — MOST TYPES OF PAPER INCLUDING; OFFICE PAPER, COLORED PAPER, JUNK MAIL, COMPUTER PRINTOUTS, AND BROCHURES. SORT IF POSSIBLE.
- **NEWSPAPER, MAGAZINES & CATALOGS** — NEWSPAPERS AND ANY INSERTS DELIVERED WITH THE NEWSPAPER. ALL MAGAZINES AND GLOSSY MAIL ORDER CATALOGS. TAKE OFF ANY PLASTIC WRAPPERS AND RUBBER BANDS.
- **CORRUGATED CARDBOARD** — DOUBLE-WALLED CARDBOARD AND SHIPPING CARTONS, AND POWDERED DETERGENT BOXES. CORRUGATED CARDBOARD HAS RIDGES INSIDE THE CARDBOARD. FLATTEN EMPTY CARTON.
NOT ACCEPTED: GIFT BOXES, COLORED FOOD BOXES SUCH AS CEREAL BOXES, AND ANY NON-CORRUGATED CARDBOARD.
- **TIN CANS** — ALL FOOD AND BEVERAGE TIN CANS. EMPTY PAINT CANS. RINSE CANS. CRUSHED OPTIONAL.
- **FOOD & BEVERAGE GLASS** — ALL COLORS OF GLASS BOTTLES. RINSE AND REMOVE ALL LIDS AND RINGS.
- **PLASTIC BOTTLES** — RINSED, LIDS REMOVED, CRUSHED OPTIONAL
 - **#1 PET & PETE BOTTLES** — ANY CLEAR BOTTLES INCLUDING POP BOTTLES, WATER BOTTLES, JUICE AND SPORT DRINKS. BOTTLES HAVE A #1 RECYCLING SYMBOL ON THE BOTTOM.
 - **#2 HDPE OPAQUE PLASTIC** — ANY BOTTLE WHICH IS OPAQUE, INCLUDES MILK JUGS, VINEGAR BOTTLES, AND SOME JUICE BOTTLES. BOTTLES HAVE A #2 RECYCLING SYMBOL ON THE BOTTOM.
 - **#2 HDPE COLORED BOTTLES** — THESE BOTTLES ARE COLORED PLASTIC WHICH HAVE A SEAM/LINE ON THE BOTTOM. INCLUDES LAUNDRY SOAP BOTTLES, FABRIC SOFTENER, AND OTHER HOUSEHOLD CLEANERS. SOME "KITTY LITTER" TUBS, VEHICLE MOTOR OIL, PILL CONTAINERS, COFFEE CANS AND ICE-CREAM PAILS ARE ALSO OF THIS TYPE. BOTTLES HAVE A #2 RECYCLING SYMBOL ON THE BOTTOM.
NOT ACCEPTED: PLASTIC ITEMS WITH RECYCLED SYMBOLS # 3, 4, 5, & 9. THESE ITEMS HAVE A DOT ON THE BOTTOM NOT A SEAM.
- **ALUMINUM CANS** — ONLY CANS, NO FOIL, PIE TINS OR OTHER ALUMINUM ITEMS.
- **PHONE BOOKS** — ANY PHONE DIRECTORY.
- **ELECTRONIC RECYCLING** — CELL PHONES & SUPPLIES. INK JET CARTRIDGES
- **OTHER RECYCLABLES** — PLASTIC GROCERY SACKS. HOUSEHOLD BATTERIES.

QUESTIONS OR CONCERNS CAN BE ANSWERED BY CREW AT 225-8148 OR VISIT THE CREW WEBSITE AT WWW.DODGECITY.ORG/CREW.

CITY COMMISSION MINUTES

City Hall Commission Chambers

Monday, April 5, 2010

7:00 p.m.

MEETING #4802

CALL TO ORDER

ROLL CALL: Mayor Rick Sowers, Commissioners Kent Smoll, Jim Sherer, Monte Broeckelman and Brian Weber

INVOCATION: Pastor Corey Godbey, First United Methodist Church

PLEDGE OF ALLEGIANCE

PETITIONS & PROCLAMATIONS

Kathy Doussa Day, 2010 Kansas Master Teacher Proclamation was presented by Mayor Rick Sowers

ADA Proclamation presented by Assistant City Manager, Cherise Tieben

National Library Week Proclamation. Cathy Reeves thanked the Commissioners and community for their support.

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).

Employee of the Month for April 2010 was presented to Paula Schreiber by Director of Public Information, Jane Longmeyer

The City Character Trait, Creativity vs. Underachievement was presented by Director of Public Information, Jane Longmeyer

Mayor Rick Sowers drew the winners from the AMBUS Home & Leisure Show

CONSENT CALENDAR

1. Approval of City Commission Meeting minutes, March 1, 2010
2. Approval of Joint City/County Commission Meeting minutes, March 1, 2010
3. Appropriation Ordinance No. 5, March 15, 2010
4. Appropriation Ordinance No. 6, April 5, 2010
5. Approval of Appointment of Golf Course Advisory Board
6. Approval of Supplemental Agreement with KDOT for Bike Path Extension & Funds

7. Cereal Malt Beverage License
 - a. Jesus A. Castillo Leal – 2001 West Wyatt Earp
 - b. Presto #50 – 800 Wyatt Earp
8. Approval of Extension of Contract for Manhole Rehab
9. Approval of the Grant Application to Hire an Energy Manager

Commissioner Jim Sherer moved to approve the Consent Calendar as presented, seconded by Commissioner Kent Smoll. The motion carried 5-0.

ORDINANCES & RESOLUTIONS

Ordinance No. 3486: An Ordinance rezoning a tract of land generally located in the 500 to 800 block of East Wyatt Earp Blvd North of the B.N. & S.F. Railroad from I-2, Heavy Industrial to C-2, Commercial Highway.

Commissioner Jim Sherer moved to approve Ordinance No. 3486, seconded by Commissioner Brian Weber. The motion carried 5-0.

Ordinance No. 3487: An Ordinance amending Ordinance No. 3469 to correct typographical errors contained within the legal description.

Commissioner Kent Smoll moved to approve Ordinance No. 3487, seconded by Commissioner Monte Broeckelman. The motion carried 5-0.

Resolution No. 2010-07: A Resolution Determining the Advisability of the Making of Certain Internal Improvements (water improvements in Brown Cole Addition) in the City of Dodge City, Kansas, and setting forth the general nature of the improvement, the extent of the Improvement District to be assessed for the cost thereof, the method of assessment, and the proposed apportionment of the cost between the Improvement District and the City at large; and authorizing and providing for the making of the improvement in accordance with the findings of the Governing Body.

Commissioner Brian Weber moved to approve Resolution No. 2010-07, seconded by Commissioner Monte Broeckelman. The motion carried 5-0.

Resolution No. 2010-08: A Resolution Determining the Advisability of the Making of Certain Internal Improvements (Sewer Improvements in Milstock Addition) in the City of Dodge City, Kansas, and Setting Forth the General Nature of the Improvement, the Extent of the Improvement District to be Assessed for the Cost Thereof, the Method of Assessment, and the Proposed Apportionment of the Cost Between the Improvement District and the City at large; and Authorizing and Providing for the Making of the Improvement in Accordance with the Findings of the Governing Body.

Commissioner Kent Smoll moved to approve Resolution No. 2010-08, with the understanding that a Development Agreement be in place prior to issuing General Obligation Bonds, seconded by Commissioner Jim Sherer. The motion carried 5-0.

Resolution No. 2010-09: A Resolution Determining the Advisability of the Making of Certain Internal Improvements (Street Improvements in Milstock Addition) in the City of Dodge City, Kansas, and Setting Forth the General Nature of the Improvement, the Extent of the Improvement District to be Assessed for the Cost Thereof, the Method of Assessment, and the Proposed Apportionment of the Cost Between the Improvement District and the City at large; and Authorizing and Providing for the Making of the Improvement in Accordance with the Findings of the Governing Body.

Commissioner Kent Smoll moved to approve Resolution No. 2010-09, with the understanding that a Development Agreement be in place prior to issuing General Obligation Bonds, seconded by Commissioner Jim Sherer. The motion carried 5-0.

Resolution No. 2010-10: A Resolution Determining the Advisability of the Making of Certain Internal Improvements (Water Improvements in Milstock Addition) in the City of Dodge City, Kansas, and Setting Forth the General Nature of the Improvement, the Extent of the Improvement District to be Assessed for the Cost Thereof, the Method of Assessment, and the Proposed Apportionment of the Cost Between the Improvement District and the City at large; and Authorizing and Providing for the Making of the Improvement in Accordance with the Findings of the Governing Body.

Commissioner Kent Smoll moved to approve Resolution No. 2010-10, with the understanding that a Development Agreement be in place prior to issuing General Obligation Bonds, seconded by Commissioner Jim Sherer. The motion carried 5-0.

UNFINISHED BUSINESS

A Contract with BHC Rhodes for Design of Comanche Street in the amount of \$164,610.00, with the stipulation that the money will come from the Development and Growth Fund was approved on a motion by Commissioner Kent Smoll, seconded by Commissioner Brian Weber. The motion carried 4-1, with Commissioner Monte Broeckelman opposing.

NEW BUSINESS

The Supplemental Agreement with KDOT for reimbursement on Phase II of the Wyatt Earp Project was approved on a motion by Commissioner Monte Broeckelman, seconded by Commissioner Jim Sherer. The motion carried 5-0.

The Water Supply Bids from the following vendors:

- Full Circle Repair Clamp from DC&B Supply in the amount of \$2,170.02;
- Brass from Wichita Winwater in the amount of \$9,610.11;
- Water Meters in the amount of \$195,790.25 and Shut Off Boxes in the amount of \$1,430.00 from Municipal Supply;
- Couplings in the amount of \$4,661.50, MJ Fittings in the amount of \$984.00, Gate Valves in the amount of \$12,217.00, and Fire Hydrants in the amount of \$18,420.00 from HD Supply Waterworks; and
- Meter Jar & Lids in the amount of \$6,091.50;

for a total of \$251,374.38, was approved on a motion by Commissioner Brian Weber, seconded by Commissioner Jim Sherer. The motion carried 5-0.

OTHER BUSINESS

Ken Strobel, City Manager:

- Reported on the Work Session items regarding consultant fees, business licenses and graffiti ordinance; and
- Thanked Ford County for their assistance with the failed culvert.

Jane Longmeyer, Director of Public Information:

- Reported that Great Lakes Airline will be bringing in an airplane tomorrow, April 6th for the Tail Unveil from 2:00 – 4:00 at the Dodge City Regional Airport;
- John Mazzola will be the General Manager for the Special Events Center;
- The City was awarded a Grant for recycled material at Friendship and Kiwanis Parks; and
- Tomorrow, April 6th are Elections at the National Guard Armory.

Commissioner Brian Weber:

- Asked that we promote the AP story regarding Ford County being #1 in the country for the Less Stressed County.

Commissioner Jim Sherer:

- Reported on his visit with John Ross from the Forsyth Library at Fort Hays State University and the Police Docket book.

Commissioner Monte Broeckelman:

- Congratulated both the Dodge City High School Boys and Girls Basketball Teams for going to State.

Commissioner Kent Smoll:

- Reported that several City Staff Members, Commissioners, Chamber Members and Economic Development Staff went to Washington D.C. While there Cherise did an exceptional job presenting the Tri-Cities' presentation;

- Reported that the City has interviewed four (4) candidates for the Chief of Police position; and
- Reported that he took a tour of the Fire Station over the weekend, Firemen are very professional. Also took a tour of the Special Events Center which is an exciting project.

Mayor Sowers:

- Reported on Sales Tax Receipts;
- Thanked the Staff for the tour of the Water Reclamation Facility and the ARFF Building.;
- Reminded everyone to complete their Census Forms and mail them in; and
- Thanked Kurt for assisting the City of Ford with their application.

ADJOURNMENT: Commissioner Kent Smoll moved to adjourn the meeting, seconded by Commissioner Jim Sherer. The motion carried 5-0.

Rick Sowers, Mayor

ATTEST:

Nannette Pogue, City Clerk

CITY COMMISSION MINUTES

City Hall Commission Chambers

Monday, April 5, 2010

6:00 p.m.

MEETING #4801

CALL TO ORDER

ROLL CALL: Mayor Rick Sowers, Commissioners Kent Smoll, Jim Sherer, Monte Broeckelman and Brian Weber

Commissioner Brian Weber moved to adjourn to Executive Session not to exceed 20 minutes to discuss Attorney/Client Privileged Matters. Commissioner Jim Sherer seconded the motion. The motion carried 5-0.

At 6:20 p.m., Commissioner Kent Smoll moved to extend the Executive Session by 10 minutes. Commissioner Jim Sherer seconded the motion. The motion carried 5-0.

At 6:30 p.m., the Executive Session was adjourned and returned to the regular meeting.

The draft of the Purchasing Policy was discussed.

ADJOURNMENT: Commissioner Jim Sherer moved to adjourn the Work Session, Commissioner Brian Weber seconded the motion. The motion carried 5-0.

Rick Sowers, Mayor

ATTEST:

Nannette Pogue, City Clerk

CORPORATE APPLICATION FORM
(This form prepared by the Attorney General's Office)
APPLICATION FOR LICENSE TO SELL RETAIL CEREAL MALT BEVERAGES

Ford COUNTY, KANSAS

3/30/2010 DATE

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

or
THE BOARD OF COUNTY COMMISSIONERS OF Ford COUNTY, KANSAS

On behalf of the Kwik Shop, Inc. corporation whose principal place of

business is 734 East 4th Hutchinson, Ks 67501 and under authority of the resolution of the Board of Directors of said corporation, I hereby apply for a license to sell retail cereal malt beverages in conformity with the laws of the State of Kansas and the rules and regulations prescribed and hereafter to be prescribed to you, relating to the sale or distribution of cereal malt beverages on behalf of said corporation; for the purpose of securing such license, I make the following statement under oath:

1. The proposed licensee is Jeff Parker, President Corporation with principal place of business at 734 East 4th Hutchinson, Ks 67501. The resident agent is CT Corporation

with offices at 515 S Kansas Topeka, KS

Said corporation was incorporated on 4/1/60 in the state of Kansas

If incorporated in Kansas, a copy of the Articles of Incorporation is on file with the Secretary of State.

Yes (x) No ().

2. The following is the full and complete list of officers, directors and stockholders owning in the aggregate more than 25 percent of corporate stock, together with their positions and addresses, ages and dates of birth.

See Attached "LICENSE RESOLUTION"

3. The premises for which the license is desired are located at 1811 Central-Dodge City, KS

(a) The legal description of the premises is See attached "LEGAL DESCRIPTION"

(b) The street address is 1811 Central-Dodge City, KS

(c) The building to be used is constructed of Steel and Masonry material.

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

Kwik Shop # 762

4. The name(s) and address(es) of the owner or owners of the premises upon which the place of business is located is/are Testimonial Trust/Melba Swaim- 114 Carefree Lane- Dodge City, KS

I, Jeff Parker, President
(Name and position with corporation)

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

(Corporate Seal)

Kwik Shop, Inc.
(Corporation)

By *Jeff Parker*
(Signature and position of individual making application on behalf of corporation)
Jeff Parker, President

Attest:
Mike Gerwert
(Vice President of Finance)

Mike Gerwert
STATE OF KANSAS, COUNTY OF Reno, ss.

I, *Jeff Parker*, OF THE
(Signature and official position)
Jeff Parker, President

Kwik Shop, Inc. do solemnly
(Name of corporation)
swear that I have read the contents of this application, and that all information and answers herein contained are complete and true. So help me God.

Jeff Parker
(Signature and official position)
Jeff Parker, President

SUBSCRIBED AND SWORN TO before me this 30th day of March A.D. 2010

Sharon McGhee
(Character of official administering oath)

My commission expires on the _____ day of _____



APPLICATION APPROVED this _____ day of _____ A.D.

By _____
(Official position)

of _____, Kansas.
(City or county)

Recorded in Volume _____, at page _____

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

CORPORATE APPLICATION FORM
(This form prepared by the Attorney General's Office)
APPLICATION FOR LICENSE TO SELL RETAIL CEREAL MALT BEVERAGES

Ford COUNTY, KANSAS 3/30/2010 DATE

TO THE GOVERNING BODY OF THE CITY OF Dodge City, KANSAS.
or
THE BOARD OF COUNTY COMMISSIONERS OF Ford COUNTY, KANSAS

On behalf of the Kwik Shop, Inc. corporation whose principal place of

business is 734 East 4th Hutchinson, Ks 67501 and under authority of the resolution of the Board of Directors of said corporation, I hereby apply for a license to sell retail cereal malt beverages in conformity with the laws of the State of Kansas and the rules and regulations prescribed and hereafter to be prescribed to you, relating to the sale or distribution of cereal malt beverages on behalf of said corporation; for the purpose of securing such license, I make the following statement under oath:

1. The proposed licensee is Jeff Parker, President Corporation with principal place of business at 734 East 4th Hutchinson, Ks 67501. The resident agent is CT Corporation

with offices at 515 S Kansas Topeka, KS

Said corporation was incorporated on 4/1/60 in the state of Kansas
If incorporated in Kansas, a copy of the Articles of Incorporation is on file with the Secretary of State.
Yes () No ().

2. The following is the full and complete list of officers, directors and stockholders owning in the aggregate more than 25 percent of corporate stock, together with their positions and addresses, ages and dates of birth.

See Attached "LICENSE RESOLUTION"

3. The premises for which the license is desired are located at 1500 W. Wyatt Earp-Dodge City,KS

(a) The legal description of the premises is See attached "LEGAL DESCRIPTION"

(b) The street address is 1500 W. Wyatt Earp-Dodge City, KS

(c) The building to be used is constructed of Steel and Masonry material.

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

Kwik Shop # 703

4. The name(s) and address(es) of the owner or owners of the premises upon which the place of business is located is/are Dillon Real Estate 2800 East 4th Hutchinson, KS 67501

I, Jeff Parker, President
(Name and position with corporation)

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

(Corporate Seal)

Kwik Shop, Inc.
(Corporation)

By *Jeff Parker*
(Signature and position of individual making application on behalf of corporation)
Jeff Parker, President

Attest:
Mike Gerwert
(Vice President of Finance)

Mike Gerwert
STATE OF KANSAS, COUNTY OF Reno, ss.

I, *Jeff Parker*, OF THE
(Signature and official position)
Jeff Parker, President

Kwik Shop, Inc. do solemnly
(Name of corporation)

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

Jeff Parker
(Signature and official position)
Jeff Parker, President

SUBSCRIBED AND SWORN TO before me this 30th day of March A.D. 2010

Sharon McGhee
(Character of official administering oath)

My commission expires on the _____ day of _____



APPLICATION APPROVED this _____ day of _____ A.D.

By _____
(Official position)

of _____, Kansas.
(City or county)

Recorded in Volume _____, at page _____

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

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

APPLICATION FOR LICENSE TO RETAIL CEREAL MALT BEVERAGES

Dodge City, FORD COUNTY, KANSAS MARCH 24, 2010
TO THE GOVERNING BODY OF THE CITY OF Dodge City, KANSAS
or

THE BOARD OF COUNTY COMMISSIONERS OF FORD COUNTY, KANSAS

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

1. (a) Name of proposed licensee ~~Lotus Gardens~~ Billy Vo and Bich Lam
- (b) Age Billy Vo (55) 2-21-55 and Bich Lam 04-05-60 (49)
- (c) Place and date of birth Vietnam; Billy Vo (2-21-55) Bich Lam (04-05-60)
- (d) Residence address 508 Runyan Ave. Dodge City, KS 67801
- (e) I have been a resident of the State of Kansas 30 years.

2. The premises for which the license is desired are located at 1202 E. Wyatt Earp Dodge City, KS 67801

- (a) The legal description of said property is EAST PLAZA
- (b) The street number is 1202 E. WYATT EARP
- (c) The building to be used is East Plaza
- (d) The business will be conducted under the following name:
Lotus Gardens Chinese Restaurant.

3. The name and address of the owner or owners of the premises upon which the proposed business will be located is Billy Vo ; 508 Runyan Ave, Dodge City, KS 67801
Bich Lam ; 508 Runyan Ave, Dodge City, KS 67801

4. I am a citizen of the United States. Yes (X), No ().

- (a) My citizenship arises by birth (), Naturalization (X).
- (b) My place of naturalization and the date thereof is as follows:
Kansas City, KS
October, 1988

5. I have (), have not (X), been convicted of a felony within two years immediately preceding the date of this application.

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

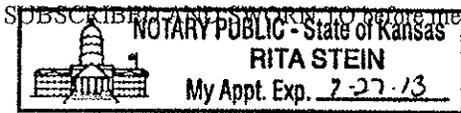
Billy Vo
(Signature of Applicant)

STATE OF KANSAS, COUNTY OF Ford, ss.

I, Billy Vo, the above-named applicant, do solemnly swear that I have read the contents of this application, and that all information and answers herein contained are complete and true. So help me God.

Billy Vo
(Signature of Applicant)

Subscribed and sworn to before me this _____ day of _____,



Rita Stein
(Character of official administering oath)

My commission expires on the July 27 2013 day of _____,

APPLICATION APPROVED this _____ day of _____,

By _____
(Official position)

of _____, Kansas
(City or county)

Recorded in Volume _____, at page _____

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

Rvd 10/2002

Memorandum

To: City Manager
Assistant City Manager
City Commissioners

From: Paul Lewis 

Date: April 15, 2010

Subject: Hoover Roof Change Order

Agenda Item: Consent Calendar

Recommendation: Staff recommends approval of a change order to the contract with Diamond Roofing for the repair of the roof at Hoover Pavilion in the amount of \$11,510.

Background: At the December 7th, 2009 meeting, Commissioners approved a contract with Diamond Roofing for the repair of the Hoover Pavilion roof. The scope of the project was to remove and re-lay the existing clay tiles and provide new underlayment and to replace the modified roofing system above. Final costs for this project could not be determined at that time as the condition of the roof deck and a quantity of replacement tiles could not be identified until the removal portion of the work was completed.

This change order provides for six (6) squares of replacement tiles at \$600 per square and 310 s.f. of deck repair at a cost of \$3.50 per s.f. The total for this addition is \$4,685 and is based on quantity prices provided for in the bid documents.

Additionally, during the construction process three other changes were authorized. The existing roof hatch was removed and replaced with a pre-manufactured hatch to allow safer access to the roof at a cost of \$1,400. The underlayment used in the tile sections was upgraded to a heavier material to provide a longer life span for the roof at a cost of \$2740. Finally the contractor was authorized to paint the flag poles located in the tile sections at a cost of \$2685. Completing this work prior to the re-laying of the tiles eliminates potential damage to the clay tiles. The total of these three items is \$6825 bringing the total cost of the change order to \$11,510.

Justification: The changes authorized by staff eliminates a safety issue involving access to the roof which is necessary due to routine maintenance of the HVAC roof top units and provides a longer lasting roof system.

Financial Considerations: Funds for these changes are available in the Insurance Claims fund.

Purpose/Mission: Approval of this change order is consistent with the City's core value of Ongoing Improvement as it provides for the future preservation of a valuable city asset.

Legal Considerations: N/A

Attachments: None

Memorandum

To: City Manager
Assistant City Manager
City Commissioners

From: Paul Lewis 

Date: April 14, 2010

Subject: July 4 Fireworks Contract

Agenda Item: Consent Calendar

Recommendation: Staff requests Commission approval to enter into contract with Wald's All American Display Fireworks in the amount of \$25,000 for the July 4th fireworks show. The contract for 2010 is a one year agreement for the July 4 display.

Background: Wald's has provided all of the fireworks shows for the Old Dodge City event since we first started in 1998 with this being the 13th year. They have provided well designed shows, choreographed with music that has developed Dodge City's reputation as a premier show in the state.

This year's event will again be held at Memorial Stadium. The event will kick off with the Cowboy Band beginning at 8 p.m. followed by a variety show featuring local talent and ending with fireworks at 10 p.m.

Justification: The Dodge City show is the largest display in western Kansas and local response is overwhelmingly positive. This show draws people into the community from all around the area and several thousand people line the streets and parking areas around north Dodge to view the display.

Wald's has provided excellent service and quality displays for the event since its inception. The planning committee has met and recommends to continue contracting with Wald for the display.

Financial Considerations: The contract for this show is \$25,000. Of the total, the City budgets \$5,000 annually in the Non-Departmental budget. The remainder is raised by the local fireworks committee through corporate and individual sponsors. The committee is already working towards that goal and sent out initial solicitation letters.

Purpose/Mission: The City's support of this program is consistent with the mission of the City to improve quality of life as it enhances a community wide event celebrating our history and providing entertainment for our citizens.

Legal Considerations: Liability issues with this activity are covered by Wald & Co. through a certificate of insurance with a coverage limit of \$5,000,000 for public liability and property damage.

Attachments: Wald Contract

**FIREWORKS DISPLAY PROPOSAL
FOR
CITY OF DODGE CITY**

10qyka-1.2sw

DISPLAY DATE	7/4/2010
PROPOSAL DATE	3/4/2010
BOOKING DEADLINE	5/1/2010
BUDGET	\$25,000.00

Customers agree that once the display has started to be set-up, if the CUSTOMER cancels the display for any reason or if Wald All American (company) cancels the display due to inclement weather, adverse conditions or life/safety issues beyond All Americans control that would prevent the giving of the display, customers agrees to pay full amount of the proposal / contract, or reschedule the display to a mutually agreed upon date to be conducted within one hundred and eighty days from the original scheduled display date.

If customers reschedules after set-up as started, customer agrees to pay full amount of the proposal / contract price plus fifteen percent of the proposal / contract for such rescheduling.

If the customers reschedules the display prior to start of the set-up, customers agrees to pay full amount of the proposal / contract price plus up to five percent for such rescheduling, to cover any new permits or expense the company may incur for said rescheduling.

If customers cancels after signing the contract and prior to the day of set-up and does not reschedule, customer agrees to pay twenty percent of the proposal / contract amount.

TOTAL PACKAGE PRICE INCLUDING MATERIAL, SHOOTERS FEE,
WORKERS COMP, AND \$5,000,000.00 LIABILITY INSURANCE..... \$25,000.00

IF YOU ACCEPT THIS PROPOSAL, PLEASE PRINT AND SIGN BELOW AND
RETURN A COPY TO ALL AMERICAN DISPLAY FIREWORKS.

ACCEPTED BY _____
PRINTED NAME

ACCEPTED BY _____ DATE _____
SIGNATURE

Wald & CO., Inc. d/b/a All American Display Fireworks

PO Box 319, Greenwood, Missouri 64034-0319

Phone: 816-537-7400 Fax: 816-537-7270

This agreement entered into this 4 day of March-10, _____ by and between Wald & Co., Inc. of Greenwood, Missouri, doing business as All American Display Fireworks, (hereinafter referred to as "All American") party of the first part, and _____ City of Dodge City _____ (hereinafter referred to as "Customer") party of the second part, City of Dodge City and State of Kansas.

WITNESSED: All American, for and in consideration of the sum of one dollar (\$1.00) in hand paid, receipt of which is hereby acknowledged and of terms and conditions hereinafter set forth, agrees to furnish Customer _____ Proposal Dated 3-4-10 fireworks display in accordance with the program agreed upon and approved by the parties hereto and made a part hereof, (hereinafter referred to as "Display") with said Display to be performed on 7/4/2010.

In the event of inclement weather, adverse conditions, life/safety issues, or some other cause beyond All American's control that would prevent the giving of Display on specified date, All American, at its sole discretion, may cancel or postpone the Display for that date, due to said conditions. Unless a reschedule date is agreed upon prior, it is agreed and understood that Customer may reschedule Display within 180 days of the original display date and that Customer must notify All American at least 30 days in advance of proposed rescheduled date. Rescheduled Display date must be mutually agreed upon by All American and Customer. If the rescheduled date falls within the 30 days following original Display date, the 30-day notice can be suspended, but date must be mutually agreed upon by All American and Customer. If Customer does not reschedule to a mutually agreed upon date within the 180 day period following original display date, or completely cancels the Display, the Customer understands and agrees to pay All American See Proposal of the \$ \$25,000.00 contract price of Display.

All American agrees to provide services, secure permits and deliver fireworks as proposed. All American reserves the right to make necessary substitutions with product equal to or greater in value.

Customer shall furnish:

1. Sufficient minimum secured safety distances in the judgement of All American for proper shooting of Display
2. Necessary police protection and/or adequate security and a method to maintain and assure that spectators not go past the minimum secured safety distances determined by All American. Cancellation or postponement of Display due to breach of said minimum secured safety distances would not constitute a breach of contract by All American
3. Other reasonable safeguards and precautions as All American directs or deems necessary
4. Provide unobtrusive and safe access to the display site/fall out zone, as All American deems necessary
5. Fire protection as All American deems necessary

It is further agreed and understood that the Customer will pay All American the total sum of \$ \$25,000.00 as follows: \$10,000 deposit due by 5-1-10. Remaining balance of \$15,000 due in full by 7-9-10.

All American will provide the Customer with a \$ \$5,000,000.00 Certificate of Insurance covering Public Liability and Property Damage for Display. Customer will be included as additional insured and agrees to provide a complete list of all additional insureds to be named on the certificate.

Customer agrees to pay one and one half percent (1.5%) interest charged per month on unpaid accounts after fifteen days from agreed upon payment due date and Customer agrees to pay all fees necessary to collect balance due, in addition to any and all attorney fees.

It is further agreed that nothing in this Agreement between Customer and All American, shall be construed or interpreted to result in a partnership or joint venture, both parties hereto being responsible for their separate and individual acts, omissions, debts, and obligations and neither party shall be responsible for any agreements or addendum not set forth in the Agreement.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this agreement which is binding upon the parties, their heirs, executors, administrators, successors, assigns, and agents; as well as terms and conditions further set forth by All American.

IN WITNESS WHEREOF,
we hereto, set our hands and seals to duplicate copies hereof this the 4 day of March, 2010.
WALD & CO., INC./ALL AMERICAN DISPLAY FIREWORKS CUSTOMER

Charles Wald

BY: _____
Print Name of Authorized Agent

BY: _____
Print Name of Authorized Agent

**Acknowledging and agreeing to the payment schedule
As noted above**

SIGN: _____
Signature of Authorized Agent

SIGN: _____
Signature of Authorized Agent

This agreement subject to acceptance by All American (Wald & Co., Inc.) at its main office at Greenwood, Missouri. IMPORTANT: Place authorized signature on original (white) and return to All American Display Fireworks by return mail. Retain duplicate (yellow) copy for your files.

Memorandum

*To: City Manager
Assistant City Manager
City Commissioners*

*From: Joseph E. Finley, P.E. 
Director of Engineering Services*

Date: April 12, 2010

*Subject: Resolution Accepting streets, waterline,
sewer line, improvements installed at
Mariah Center Addition*

Agenda: Ordinances and Resolutions

Recommendation: Approve Resolution as submitted.

Background: As part of the construction of the casino at Comanche Street was constructed along with an extension of the City water main, and sewer service. While the improvements were designed and installed for the use of the Mariah Center Addition, the City has the responsibility to maintain these improvements. The City is required to formally certify that the improvements have been installed according to the plans and specifications and to formally accept these improvements by resolution.

Justification: These improvements are part of the City's infrastructure and the City is responsible to maintain them. Any extension of the City's streets, water, or sewer must be formally accepted by the commission.

Financial Considerations: Cost of the ordinance and posting of appropriate signs.

Purpose/Mission: Adding these improvements to our system gives staff any accurate inventory to properly plan for maintenance and future projects for these two systems.

Legal Considerations: None

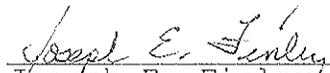
Attachments: Certification of completion and resolution accepting improvements.

CERTIFICATION OF PUBLIC IMPROVEMENTS

CITY OF DODGE CITY

WATER, SEWER, AND STREET IMPROVEMENTS
MARIAH CENTER ADDITION

I, Joseph E. Finley, P.E., Director of Engineering, hereby certify that the construction of the waterlines, sanitary sewer lines, and streets improvements lines in Mariah Center Addition were inspected by the City Engineer's Office and found to be in reasonable conformity to the engineering plans and specifications approved by the City of Dodge City and said waterlines, sewer lines, and street improvements should, therefore, be accepted by the City and added to its utility and street system. These installations were completed on March 29, 2010.



Joseph E. Finley, P.E.
Director of Engineering

RESOLUTION NO. 2010-11

A RESOLUTION ACCEPTING THE WATER LINES, SEWER LINES, AND STREET IMPROVEMENTS IN MARIAH CENTER ADDITION.

WHEREAS, on November 19, 2008, the Dodge City Zoning Board approved the final plat for Mariah Center Addition; and

WHEREAS, the City Engineer's Office approved the plans and specifications for the construction of water lines, sewer lines, and street improvements in the Mariah Center Addition; and

WHEREAS, the construction of the water lines, sewer lines, and street improvements in the Mariah Center Addition were completed on March 29, 2010; and

WHEREAS, the City Commission of the City of Dodge City, Kansas, is in receipt of a certification from the Director of Engineering that said construction has been found to be in reasonable conformance with the engineering plans and specifications approved by the City of Dodge City and recommending that these improvements be accepted by the City and added to its utility and street system,

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Dodge City, Kansas, that the water lines, sewer lines and street improvements in the Mariah Center Addition are hereby accepted by the City and added to its utility and street system.

Passed by the Governing Body of the City of Dodge City in regular session and approved by the Mayor this 19th day of April, 2010.

Mayor

ATTEST:

Nannette Pogue, City Clerk

Memorandum

To: City Manager
Assistant City Manager
City Commissioners

From: Joseph E. Finley, P.E. 
Director of Engineering Services

Date: April 5, 2010

Subject: Utilize EFM Consulting LLC to develop a
Hazard Mitigation Plan in accordance
with 44 CFR 201.6 and the County Plan

Agenda: Ordinances and Resolutions

Recommendation: Approve Resolution No. 2010-12

Background: The Federal Government requires all taxing jurisdictions to have a Hazard Mitigation Plan to receive any pre or post disaster aid. Since 2004, the City of Dodge City and Ford County have been operating under The State of Kansas' plan. The ability to continue to operate under the State of Kansas Mitigation Plan will end in 2010. The State of Kansas has made funds available to all counties to hire consultants to develop these plans. However, each taxing entities plan must be incorporated into Ford County's Plan. In an effort to help the other taxing entities, the consultant that is developing Ford County's plan is also able to assist us in developing our plan at not cost to the City. The initial grant to Ford County covers the expenses necessary to develop the City's Hazard Mitigation Plan.

Justification: Should the City choose not to enter into this agreement, the City would be responsible to perform the necessary work and develop an appropriate plan ourselves. Any costs associated with developing the plan would not be reimbursed.

Financial Considerations: There will be no payment to the consultant from the City. The only cost will be associated with staff time spent at planning meeting and assembling information.

Purpose/Mission: By approving this resolution a plan for Hazard Mitigation will be developed. This plan will not only help staff and citizens to plan and respond to hazards, but insure that the City can receive Federal and State funds to help with the hazards.

Legal Considerations: The City is committing itself to complete the Hazard Mitigation assessment and plan.

Attachments: Resolution

RESOLUTION NO. 2010-12

A RESOLUTION AUTHORIZING EFM CONSULTING LLC TO ACT ON THE CITY OF DODGE CITY'S BEHALF IN THE ANALYSIS AND DEVELOPMENT OF A HAZARD MITIGATION PLAN IN ACCORDANCE WITH FEDERAL, STATE AND COUNTY REQUIREMENTS

WHEREAS, the City of Dodge City has limited capability to undertake extensive participation in the preparation of a hazard mitigation plan; and

WHEREAS, EFM Consulting, LLC is able to act on behalf of the City of Dodge City in the analysis and development of a hazard mitigation plan as part of the grant funding provided to Ford County; and

WHEREAS, EFM Consulting, LLC shall prepare a hazard mitigation plan in accordance with 44 FEMA requirements at 44 CFR 201.6 and the Ford County Plan; and

WHEREAS, EFM Consulting, LLC shall deliver a draft copy of the Plan for public comment as well as the governing body's comment during the planning process and prior adoption

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY authorizes EFM Consulting, LLC on behalf of the City of Dodge City to prepare the Dodge City Mitigation Plan, which shall be reviewed and considered for adoption by the Governing Body of the City of Dodge City upon completion.

ADOPTED AND APPROVED by the Governing Body of the City of Dodge City, Kansas this 17th day of May, 2010

Mayor

(SEAL)

ATTEST:

Nannette Pogue, City Clerk

Memorandum

To: City Manager
Assistant City Manager
City Commissioners

From: Joseph E. Finley, P.E. *JEF*
Director of Engineering Services

Date: April 12, 2010

Subject: Resolution Accepting water & sewer
Improvements installed at the Ford
County Detention Center

Agenda: Ordinances and Resolutions

Recommendation: Approve Resolution as submitted.

Background: Ford County requested that the City extend service to the site of the Ford County Detention Facility. The sewer and water lines were constructed as a part of the facilities and paid for the Ford County in accordance with an agreement between the City and Ford County.

Justification: All extensions of the City's infrastructure must be formally accepted by the City and added to the City's inventory.

Financial Considerations: The City will be required to provide future maintenance for each improvement.

Purpose/Mission: Adding these improvements to our system gives staff an accurate inventory allowing us to properly plan for maintenance and future projects.

Legal Considerations: None

Attachments: Certification of completion and resolution accepting improvements.

CERTIFICATION OF PUBLIC IMPROVEMENTS

CITY OF DODGE CITY

WATER AND SEWER IMPROVEMENTS
FORD COUNTY DETENTION CENTER

I, Joseph E. Finley, P.E., Director of Engineering, hereby certify that the construction of the waterlines and sanitary sewer lines for the Ford County Detention Center were inspected by the City Engineer's Office and found to be in reasonable conformity to the engineering plans and specifications approved by the City of Dodge City and said waterlines and sewer lines should, therefore, be accepted by the City and added to its utility and street system. These installations were completed on March 20, 2009 and the one-year maintenance period was completed on March 20, 2010.



Joseph E. Finley, P.E.
Director of Engineering

RESOLUTION NO. 2010-13

A RESOLUTION ACCEPTING THE WATER LINES AND SEWER LINES FOR THE FORD COUNTY DETENTION CENTER.

WHEREAS, the City Commission of Dodge City approved extending City water and sewer services to the Ford County Detention Center; and

WHEREAS, the City Engineer's Office approved the plans and specifications for the construction of water lines, sewer lines, and street improvements for the Ford County Detention Center; and

WHEREAS, the construction of the water lines and sewer lines for the Ford County Detention Center were completed on March 20, 2009 and the one-year maintenance period was completed on March 20, 2010; and

WHEREAS, the City Commission of the City of Dodge City, Kansas, is in receipt of a certification from the Director of Engineering that said construction has been found to be in reasonable conformance with the engineering plans and specifications approved by the City of Dodge City and recommending that these improvements be accepted by the City and added to its utility system,

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Dodge City, Kansas, that the water lines and sewer lines for the Ford County Detention Center are hereby accepted by the City and added to its utility system.

Passed by the Governing Body of the City of Dodge City in regular session and approved by the Mayor this 19th day of April, 2010.

Mayor

ATTEST:

Nannette Pogue, City Clerk

Memorandum

To: City Manager
Assistant City Manager
City Commissioners

From: Joseph E. Finley, P.E. *JEF*
Director of Engineering Services

Date: April 14, 2010

Subject: Ordinance 3488 prohibiting parking on
Comanche Street from US-50 west to
the end on Comanche Street

Agenda: Ordinances and Resolutions

Recommendation: Approve Ordinance as submitted.

Background: Comanche Street was recently constructed to a 4-lane divided street. As such no parking is permitted. However, staff has noticed that semi-truck ad trailers are parking on Comanche so the owners may go to the casino. This problem may occur due to the fact that the builders of the Event Center, they do not want to encourage or allow truck parking on Comanche.

Justification: While it should be clear to motorist that use this portion of the road, that parking in the street is not allowed, it is occurring. By passing this ordinance as posting the necessary signs motorist will be given notice that parking is prohibited.

Financial Considerations: Cost of the ordinance and posting of appropriate signs.

Purpose/Mission: Ensure that the roadway is safe for the traveling motorist by utilizing the roadway for its intended purpose.

Legal Considerations: None

Attachments: Ordinance 3488

ORDINANCE NO. 3488

AN ORDINANCE PROHIBITING PARKING ALONG COMANCHE STREET BETWEEN US – 50 WEST TO WEST END OF COMANCHE STREET, AND PROVIDING PENALTIES FOR THE VIOLATION OF THE PROVISIONS OF THIS ORDINANCE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS:

SECTION 1: Standing, stopping, or parking shall be prohibited on Comanche Street from US-50 west to the west end of Comanche Street.

SECTION 2: Any persons convicted of the violations of the provisions of this ordinance shall be subject to penalties in accordance with the provisions of Article 26, of the Standard Traffic Ordinance. For Kansas Cities, prepared and published by the League of Municipalities Edition 2009 or as amended by later editions and adopted by the Governing Body of the City of Dodge City, and as set out in Section 14.01 of the Code of the City of Dodge City.

SECTION 3: This ordinance shall take effect following its publication in the official City newspaper as provided by law, and after the posting of appropriate signs advising the motoring public of the provisions of this ordinance.

PASSED by the Governing Body of the City of Dodge City and approved by the Mayor, this 19th day of April 2010.

Mayor

ATTEST

Nannette Pogue, City Clerk

Memorandum

To: City Manager
Assistant City Manager
City Commissioners

From: Joseph E. Finley, P.E. 
Director of Engineering Services

Date: April 14, 2010

Subject: Ordinance 3489 Stop Signs on Cherry
St. at Crawford Ave. and Minneola Rd.

Agenda: Ordinances and Resolutions

Recommendation: Approve the Ordinance for Stop Signs on Cherry Street at Crawford Avenue and Minneola Road as submitted.

Background: Recently the Engineering Department received a request for stop signs at these two intersections of Cherry Street. These two streets were constructed in early 2000. Prior to that Crawford Avenue accessed Cheery Street from the south Minneola Road did not connect to Cherry Street.

Justification: Normally, a detailed engineering study is required prior to erecting any traffic control device. However, as there is already a stop sign for northbound traffic at Crawford Avenue, it would make sense to erect a stop sign for southbound traffic. Traffic is not high on Minneola Road and there is not a history of accidents in this location. However, Cherry Street becomes a gravel street at this intersection. While it should be apparent at this location that traffic accessing Cherry Street should stop, I did witness several residents turning into traffic coming from Water Sports Campground. It would be my recommendation to install a Stop Sign on Minneola Road for southbound traffic.

Financial Considerations: Cost of Stop signs, posts, labor and future maintenance of Stop signs.

Purpose/Mission: The placement of these stop signs will provide motorist with a clear understanding of who should stop and yield for oncoming traffic, thus providing a safe road system for our citizens.

Legal Considerations: None

Attachments: Ordinance & Map

ORDINANCE NO. 3489

AN ORDINANCE DIRECTING THE INSTALLATION OF A STOP SIGN AT CRAWFORD AVENUE AND CHERRY STREET AND MINNEOLA ROAD AND CHERRY STREET AND PROVIDING PENALTIES FOR THE VIOLATION OF THE PROVISIONS OF THIS ORDINANCE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY:

SECTION 1: A stop sign shall be installed at the intersection of CRAWFORD AVENUE and CHERRY STREET, stopping traffic on CRAWFORD AVENUE at the intersection.

SECTION 2: A stop sign shall be installed at the intersection of MINNEOLA ROAD and CHERRY STREET, stopping traffic on MINNEOLA ROAD at the intersection.

SECTION 3: Any person convicted of the violation of the provisions of this Ordinance shall be subject to penalties provided by Chapter 1, Article 1, Section 116 of the Code of the City of Dodge City.

SECTION 4: This Ordinance shall take full force and following its publication in the official City newspaper and after the posting of appropriate signs advising the motoring public of this Ordinance.

PASSED by the governing body of the City of Dodge City, and approved by the Mayor, this 19th day of April 2010.

Mayor

ATTEST:

Nannette Pogue, City Clerk



Proposed Stop Sign location

Proposed Stop Sign location

STOP

STOP

STOP

STOP

Sanflower

Crawford

Poplar

Minnesota

Cherry

Unnamed

STOP

STOP



Memorandum

*To: Ken Strobel, City Manager
Cherise Tieben, Assistant City Manager*

From: Nannette Pogue

Date: December 17, 2009

Subject: Ordinance amending Temporary Business Licenses/Permits

Agenda Item: Ordinances and Resolutions

Recommendation: I recommend the approval of Ordinance No. 3490

Background: The City of Dodge City currently has an Ordinance regulating temporary business licenses/permits. We have some changes that may need to be made to this ordinance because we get complaints and sometimes the current ordinance is difficult to regulate. It is also difficult to be consistent with all requests for permits. A committee of internal employees have met and discussed changes that may be needed to make the ordinance better. One of the immediate changes that we would like to have approved it to prohibit the peddlers, solicitors, vendors and food vendors along Wyatt Earp Boulevard.

Justification: Wyatt Earp is home to many food establishments and other retail establishments. This creates a lot of traffic and very few places that have the proper parking, access and other elements needed to make a good location for temporary businesses. This is also the location that we get the majority of complaints from citizens and competing businesses about the temporary businesses.

Financial Considerations: None

Purpose/Mission: To provide a safe community.

Legal Considerations: None

Attachments: Ordinance No. 3490

ORDINANCE NO. _____

An Ordinance amending Article 6, Temporary Business Licenses/Permits, Chapter V, of the Code City Code and amending Ordinance No. 3447 of the City of Dodge City.

Be it ordained by the City of Dodge City, Kansas:

Section 1. Article 5-611a shall be added to Article 6, Temporary Business Licenses/Permits, Chapter V of the Dodge City Code:

5-611a. Use of property along Wyatt Earp Boulevard Prohibited. No peddler, solicitor, vendor or food vendor will be given a license/permit by the City of Dodge City along any property along Wyatt Earp Boulevard in Dodge City.

Section 2. This Ordinance shall take full force and effect following its adoption by the City Commission and publication in the official city newspaper as provided by law.

Passed and approved by the Governing Body of the City of Dodge City this 19th day of April, 2010.

Mayor

ATTEST:

Nannette Pogue, City Clerk

Memorandum

*To: City Manager
Assistant City Manager
City Commissioners*

From: Dennis Veatch

Date: April 14, 2010

Subject: East Wyatt Earp Addition

Agenda Item: New Business

Recommendation: The Dodge City Zoning Board met December 17, 2009 to review the Final Plat of East Wyatt Earp Addition. They are recommending approval of this plat. City staff also concurs with the recommendation.

Background: Kevin Noll, A to Z Land Surveying, submitted an application for this plat on behalf of all the owners, on November 24, 2009. The Development Services Committee reviewed this plat and comments were furnished to the Zoning Board.

Justification: This plat conforms to the Dodge City Subdivision Regulations, Dodge City Zoning Regulations and the City Comprehensive Plan.

Financial Considerations: None

Purpose/Mission: To create additional lots for sale and redevelopment.

Legal Considerations: None

Attachments: Final Plat of East Wyatt Earp Addition.

Memorandum

*To: Ken Strobel, City Manager
Cherise Tieben, Assistant City Manager*

From: Nannette Pogue

Date: December 17, 2009

Subject: Approval of Purchasing Policy

Agenda Item: New Business

Recommendation: I recommend the approval of the Purchasing Policy

Background: The proposed policy was initiated because there were several questions that arose from our current policy and questions about the need for a local business preference.

The intention has always been to have centralized purchasing in order to ensure that supplies or services are purchased at fair and competitive prices and ensure that sound business practices are utilized in all procurement transactions. Some of the departments have migrated away from centralized purchasing and this proposed policy will clarify the purchasing function and bring it back to a purchasing department that will oversee and assist departments in their acquisitions. Mike Klein is the Purchasing Agent. As his duties have expanded into Public Works Supervisor, he no longer has the time to dedicate to be the sole purchasing agent, but wishes to maintain the duties. So, in order to accommodate him, the purchasing department will consist of Mike Klein, Corey Keller and Barb Slagle. Barb and Corey will assist Mike in the details.

This policy was reviewed by the City Commission at a work session on April 5th. The attached policy reflects the changes that the City Commission suggested. Those changes were some minor wording changes, increase City Manager authority for purchases to \$25,000 and add wording for local business preference.

Justification: To update the purchasing policy as necessary.

Financial Considerations: None

Purpose/Mission: Ensure sound business practices are utilized in all procurement transactions.

Legal Considerations: None

Attachments: Purchasing Policy

PURCHASING POLICY

NAME OF POLICY: Purchasing
Date of Initial Adoption: July 16, 1979
Date of Revised Policy: April 19, 2010
Department Involved: All Departments

PURPOSE. It is the goal of the City of Dodge City Purchasing Department to assist departments in acquiring the materials, supplies or services that are required at a fair and competitive price. It is the purpose of the purchasing policy to ensure that sound business judgment is utilized in all procurement transactions and the supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable local, state and federal laws. The Purchasing Policy, as established and approved by the City Commission, shall be a guideline of purchasing information and procedures for purchasing of all supplies, equipment, construction and services of and for the City of Dodge City.

The Purchasing Department shall consist of a Purchasing Agent and/or his/her designee(s) hereinafter referred to as Agents responsible for purchases. The Purchasing Department or Agents responsible for purchases, pursuant to rules, regulations, or ordinances, shall contract for, purchase, store and distribute all supplies, materials and equipment required by any office, department, or agency of the City government. The Purchasing Department shall:

1. Act as the central purchasing department of the City.
2. Prepare, solicit and approve Bids/Quotations/Proposals for all items and/or services of \$5,000 or more.
3. Coordinate the purchasing process with the user department and the ultimate vendor.
4. Maintain a file of specifications and approve and send out all specifications prior to their being sent out for bid.
5. Coordinate purchases of items and/or services that may be utilized by more than one department.
6. Maintain a vendor/bidder list and make source selections consistent with City policy.
7. Assist departments in planning purchases for submission of the annual budget.
8. Represent the City on disputed bills, terms, etc.
9. Coordinate joint governmental purchases and auctions when it is in the best interest of the City of Dodge City to participate.

All City employees should familiarize themselves with the regulations set forth herein and shall adhere to the procedures and practices established by this purchasing policy. All purchases will be reasonable and be within budget and policy guidelines. The City Manager, Finance Director and Agent responsible for purchases are aware that exceptions to the Purchasing Policy may occur as needs and responsibilities change. The City Manager, therefore, reserves the right to waive regulations established in this policy so long as the spirit and intent of this policy is upheld. Once this decision is made it shall be communicated to the Purchasing Department. The Agent responsible for purchases is prepared to offer assistance whenever a need arises. Proper

planning by Departments with assistance from the Agent responsible for purchases will eliminate duplication of effort and increase City purchasing power by consolidating purchases and encouraging competition among vendors.

JOINT GOVERNMENTAL PURCHASES. The City of Dodge City may join with and cooperate with other cities, school districts, community college, counties, state or federal agencies for the purchase of supplies, goods and/or services when the City of Dodge City deems it to be in the best interest of the City.

SPECIFICATIONS FOR PURCHASES. All specifications, including but not limited to design, performance, combination and brand name specifications shall be drafted so as to provide a clear and concise description of the material, service or construction desired.

1. Before any purchase made under this policy, the Purchasing Department may cause to be prepared written specifications detailing the City's requirements for the material, service or construction. The Purchasing Department may request other departments or agencies of the City to assist in preparation of specifications for purchase to be made primarily for such department or agency.

PURCHASES LESS THAN \$5,000. Department Heads may authorize purchases under \$5,000. They shall insure that two or more quotations are obtained for purchases over \$500.

1. Each Department will identify specific personnel eligible to make authorized purchases. A list of those personnel shall be given to the Purchasing and Accounts Payable Departments and kept updated. Such personnel shall be given a copy of this purchasing policy and shall be familiar with its contents.
2. The City issues purchase cards to authorized employees. All employees having a purchase card will sign an agreement as to the use of these cards.
3. Personal items will not be purchased by the City. (example: desk clocks, book ends, wall frames, tissue, clothing not considered a uniform, etc.)
4. Department Heads shall ensure that all purchases made by their department are for a public purpose and shall maximize the purchasing value of public funds (taking into consideration the life cycle of the product).

PURCHASES MORE THAN \$5,000 BUT LESS THAN \$15,000. Purchases for products or services in excess of \$5,000 but less than \$15,000 will follow the procedures outlined below. Such purchases shall be approved by the City Manager or Assistant City Manager following review of price quotations by the Agent responsible for purchases. The Agent responsible for purchases or Finance Director may authorize purchases in the absence of the City Manager/Assistant City Manager.

1. Purchases of products in excess of \$10,000 require a purchase order number before that purchase will be authorized. Purchase order numbers shall be obtained from the

Accounts Payable Department. If this policy is not followed, the purchase may not be authorized.

2. Purchase orders shall be in writing with firms who can supply the needed products or services. Purchase orders may be made orally only on an emergency basis and after a purchase order number is received from Accounts Payable.
3. Written price quotations or bids are required from a minimum of three vendors if available. Written documentation including date, vendor, salesperson, quantity and price for the item must be submitted and maintained with the purchase order.

PURCHASES IN EXCESS OF \$15,000. All purchases in excess of \$15,000 shall have the proper approval of the City Manager (up to \$25,000) and the Governing Body (in excess of \$25,000) after bids/proposals have been received and will also follow the policy listed above regarding purchase orders. Bids/proposals shall be accompanied by an estimate from the appropriate department and shall be advertised in the local paper. Exception: Purchases for Public Works Improvements (Infrastructure, i.e. streets, water, sewer) of less than \$25,000 need not be advertised.

1. Bid notices shall be published in the official newspaper by the City Clerk or the Purchasing Department a minimum of one (1) time with the first publication being not less than seven (7) days prior to the bid opening. Bid notices shall also be published on the City web site and e-mail notifications will be sent to all vendors signed up for e-notification on the City web site, www.dodgecity.org. Bid notices shall be prepared by the Agent responsible for purchases or City Clerk prior to publication. All bids requiring Commission approval will be opened in the City Manager's Conference Room or another place designated by the City Clerk at 2:00 p.m. on the designated Tuesday. Exception: If prior arrangements are made with the City Clerk's office, the time of bid opening may be changed. The department head or other authorized department representative will be at the bid opening.
2. All bids shall be marked on the outer envelope "Sealed Bid for _____." Bids will be accepted by mail or in person at City Hall, P.O. Box 880, 806 N. 2nd Avenue, Dodge City, KS 67801. Bids received prior to the bid opening time will be kept in the City Hall safe.
3. The Agent responsible for purchases will maintain a schedule of bid openings that provides updated information regarding when bids are to be opened. One copy of the bid specs will be kept at City Hall.
4. All requests for bids will include a contact person from the purchasing department where additional information can be obtained.
5. Bids which are received that do not follow these procedures may not be submitted to the City Commission for approval.

6. After the bid/proposal is approved by the Governing Body, the Agent responsible for purchases shall obtain a purchase order from the Accounts Payable Department. The Purchase Order shall be made in writing to the vendor authorized by the Governing Body.
7. The City Manager is authorized to waive these procedures when it is deemed necessary to make a purchase on an immediate basis. The City Manager shall inform the Commission and Purchasing Department of any such activities.

PURCHASE CARDS. The Purchase Card (p-card) program is designed to improve efficiency in processing purchases from any Vendor that accepts a VISA Procurement card. Each p-card is issued to a named City employee who is responsible for all purchases made with his/her card. The City of Dodge City is clearly identified on the card. All purchases made with p-cards must follow the above listed guidelines in this policy. See Addendum A, City of Dodge City Purchase Card Policy.

LOCAL BUSINESS PREFERENCE. The City Commission and City staff is conscious of the economic impact created by purchasing goods and services locally. No provision is made in this policy for dollar percentage or other types of preferential considerations for local vendors or contractors. It is the policy, however, to solicit bids from local suppliers whenever competitive local sources exist, and where no sacrifice or loss in price or quality would result. In the event of a tie bid between a local vendor and an out-of-town vendor, award will be made to the local vendor, if all factors, including price, quality, terms, and method and cost of delivery are equal.

SOLE SOURCE PURCHASES. A contract may be awarded or a purchase made without competition after a good faith review of available sources is conducted by the City Purchasing Department and upon approval by the Purchasing Department and the City Manager. When it is determined that there is only one source for the required product, the City Manager, Finance Director or Purchasing Department may then conduct negotiations as appropriate as to price, delivery and terms.

Circumstances that require a sole source purchase may include, but are not limited to: (1) no competitive product or availability from only one supplier; (2) the purchase of a component or replacement part for which there is no commercially available product, and which can be obtained only from the manufacturer; (3) the purchase of an item where compatibility is the overriding consideration, such as to maintain standardization or compatibility, or to match materials already in use to produce visual harmony; (4) the purchase of a used item; or (5) the purchase of a product for trial or testing.

Sole source can refer to the supplier as well as a product or service. Thus the ability to meet a delivery date or to provide on-call repairs can create a sole supplier condition. Justification for a sole source purchase depends on a needed item being available from only a single supplier under the prevailing conditions. If the item may be obtained from more than one source, price competition shall be solicited.

EMERGENCY PURCHASES. An emergency condition exists when there is a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failure, etc. The condition must create an immediate and serious need for supplies, equipment, materials, and/or services that cannot be met through normal procurement procedures and the lack of which would threaten the function of City government or its programs. Any department may make emergency purchases when an emergency arises, however with such competition as is possible under the circumstances. Purchases shall be limited to only the quantity necessary to meet the emergency and in no event shall the contract price exceed commercially reasonable prices. If the emergency arises after normal working hours, the appropriate department shall notify the Purchasing Department on the next working day.

COMPETITIVE NEGOTIATION. In competitive negotiation, proposals are requested from a number of sources and a Request for Proposal is publicized. Competitive negotiations may be used if conditions are not appropriate for the use of competitive sealed bids. The following requirements shall apply for Competitive Negotiations:

1. The City of Dodge City may utilize competitive negotiation procedures for procurement of architectural/engineering professional services, or other professional services whereby competitor's qualifications are evaluated and the most qualified competitors' qualifications are selected subject to negotiation of fair and reasonable compensation.
2. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposal shall be publicized in local and regional media and reasonable requests by other sources to compete shall be honored to the maximum extent practicable. The request shall be published in the local newspaper at least one time, 7 days prior to the proposal deadline.
3. The Request for Proposal shall identify all significant evaluation factors, including price or cost and their relative importance.
4. Awards may be made to the responsible responder whose proposal will be most advantageous to the City with price and other factors considered. Unsuccessful responders will be notified promptly.

NONCOMPETITIVE NEGOTIATION: Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate or in the event of a public emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation.

SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES: The City of Dodge City shall solicit qualified small, minority, and women's businesses in compliance with the requirements of this policy.

This policy is effective immediately and shall apply to all purchases including those which involve State or Federal funds.

Adopted by the Governing Body of the City of Dodge City, Kansas, April 19, 2010.

Mayor

ATTEST:

City Clerk