

# **CITY COMMISSION AGENDA**

City Hall Commission Chambers

Monday, February 21, 2011

7:00 p.m.

MEETING #4837

## **CALL TO ORDER**

## **ROLL CALL**

**INVOCATION:** by Captain Joaquin Rangel of the Salvation Army

## **PLEDGE OF ALLEGIANCE**

## **PETITIONS & PROCLAMATIONS**

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

## **CONSENT CALENDAR**

1. Approval of City Commission Meeting minutes, February 7, 2011
2. Appropriation Ordinance No. 4, February 21, 2011
3. Approval of appraisal recommendations for utility easements and temporary construction easements for pipeline for the Wastewater Reclamation Facility.

## **ORDINANCES & RESOLUTIONS**

**Resolution No. 2011-03:** A Resolution Revising Appendix A of the Dodge City Municipal Code – Cemetery Fees. Report by Director of Parks & Recreation, Paul Lewis.

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

1. Approval of the 2011 Street Program. Report by City Engineer, Ray Slattery.
2. Approval of Renovations to the Mariah Hills Clubhouse Basement. Report by Director of Parks & Recreation, Paul Lewis.

## **OTHER BUSINESS**

## **ADJOURNMENT**

# **CITY COMMISSION MINUTES**

City Hall Commission Chambers

Monday, February 7, 2011

7:00 p.m.

MEETING #4836

## **CALL TO ORDER**

**ROLL CALL:** Mayor Kent Smoll, Commissioners Rick Sowers, Jim Sherer and Michael Weece were present. Commissioner Monte Broeckelman was absent.

**INVOCATION:** by Captain Joaquin Rangel of the Salvation Army

**PLEDGE OF ALLEGIANCE** colors were presented by Dodge City Boy Scouts

## **PETITIONS & PROCLAMATIONS**

Boy Scout Anniversary Proclamation was read by Mayor Kent Smoll. Pictures of the Boy Scouts were taken with the City Commissioners.

**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).

Bill Miller of Miller Appraisal talked about the Casino, Special Events Center and the potential development in that area and suggested a 4 lane road when Comanche is constructed. Ken Strobel followed up with Mr. Miller's comments.

Commissioner Jim Sherer moved that Item #1 of the New Business be removed from the Agenda. Commissioner Michael Weece seconded the motion. The motion carried 4-0.

## **CONSENT CALENDAR**

1. Approval of City Commission Meeting minutes, January 18, 2011
2. Approval of City Commission Work Session minutes, January 18, 2011
3. Approval of Joint City/County Meeting minutes, January 31, 2011
4. Appropriation Ordinance No. 3, February 7, 2011
5. Cereal Malt Beverage License
  - a. Gene's Heartland Foods, 1800 Central
6. Ratification of UCI contract for emergency repair at the South Treatment Plant.

Commissioner Jim Sherer moved to approve the Consent Calendar as presented, seconded by Commissioner Michael Weece. The motion carried 4-0.

## **ORDINANCES & RESOLUTIONS**

**Ordinance No. 3508:** An Ordinance of the City of Dodge City, Kansas Adopting by Reference an Amendment to the Zoning Ordinance by Repealing and Replacing Article IV Regulating Landscaping and Buffer Requirements was approved on a motion by Commissioner Jim Sherer, seconded by Commissioner Michael Weece. The motion carried 4-0.

**Ordinance No. 3509:** An Ordinance Rezoning a Tract of Land in the Milstock Addition From R-2, Residential Medium Density to R-3, Residential High Density was approved on a motion by Commissioner Rick Sowers, seconded by Commissioner Jim Sherer. The motion carried 4-0.

**Ordinance No. 3510:** An Ordinance Rezoning a Tract of Land Known as Dillions West From R-1, Residential Low Density to C-2, Highway Commercial was approved on a motion by Commissioner Rick Sowers, seconded by Commissioner Michael Weece. The motion carried 4-0.

**Resolution No. 2011-01:** A Resolution of the Governing Body of the City of Dodge City, Kansas Determining That the City is Considering Establishing a Rural Housing Inventive District Within the City and Adopting a Plan for the Development of Housing and Public Facilities in Such Proposed District; Establishing the Date and Time of a Public Hearing on Such Matter, and Providing for the Giving of Notice of Such Public Hearing was approved on a by Commissioner Jim Sherer, seconded by Commissioner Rick Sowers. The motion carried 4-0.

**Resolution No. 2011-02:** A Resolution Requesting Support of an Application for Housing Tax Credits to be Utilized for the Development of Affordable Rental Housing Located at 1107 6<sup>th</sup> Avenue, Dodge City, KS was approved on a motion by Commissioner Jim Sherer, seconded by Commissioner Rick Sowers. The motion carried 4-0.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

1. The bid from APAC Kansas, Inc., Shears Division for construction of Brier Street improvements in the amount of \$501,441.35 was approved on a motion by Commissioner Rick Sowers, seconded by Commissioner Michael Weece. The motion carried 4-0.
2. Commissioner Rick Sowers moved to approve final offers for Right of Way Purchase for Wastewater Treatment Facility lines as follows:
 

Ford County	\$2,687.00
Barbara Higby	\$1,574.00
Gerard Lix	\$8,074.00
Bartel Truck Line	<u>\$3,173.00</u>
	\$15,508.00

(prices include closing costs) and to authorize the City Clerk to execute documents when closing is final. Commissioner Jim Sherer seconded the motion. The motion carried 4-0.

3. Industrial Park #3 Plat was approved on a motion by Commissioner Rick Sowers, seconded by Commissioner Michael Weece. The motion carried 4-0.
4. Commissioner Jim Sherer moved to the appointment to Boards and Commissions as recommended by Mayor Kent Smoll:
  - Housing Authority Board – Leland Kincaid, Celia Enriquez
  - Library Board – Jane Holwerda, Jeff Forrest
  - Airport Advisory Board - Kerry Zimmerman, Dan Cammack, Mitchell Counce
  - Dodge City Zoning Board - Luciana Martinez
  - Board of Zoning Appeals - Bill Pennington, Richard Goodnaugh, Nick King
  - Building Board of Appeals - H. Alex Chavez, Esteban Gallegos, Ryan Rabe, Ryan Scott
  - Historic Landmark Commission - Terry Lee, Kathie Bell
  - Convention & Visitors Bureau - Hospitality: Kim Cunningham; At Large: Kim Unruh
  - Shade Tree Commission - Mike Schubert, Marilyn Treto,
  - Parks & Recreation Adv. Board. - Debra Pennington, Jeff McDaniel
  - Golf Advisory Board - Bob Carlson
  - Recycling Advisory Board - John Scheffing, Kathy Redman, Scott James, Kirk Province
  - Santa Fe Trails Community Corrections Advisory Board – Kris Ball, Leslie Fisher

Commissioner Rick Sowers seconded the motion. The motion carried 4-0.

## **OTHER BUSINESS**

Ken Strobel, City Manager:

- Basketball Tournaments held in January were a tremendous boost to our community – Thank You Parks and Recreation Staff for your work;
- Reminder – Chamber Banquet is Saturday, February 19<sup>th</sup>, for RSVP's contact Leslie;
- Chamber Breakfast with Senator Pat Roberts is Wednesday, February 23<sup>rd</sup>; and
- Reminder – SW KS Chamber Meeting is scheduled for Thursday, February 24<sup>th</sup>.

Jane Longmeyer, Director of Public Information:

- City was awarded a CDBG Grant in the amount of \$226,00.00 for Housing Rehab program;
- United Wireless Arena Open House Events will be held this weekend, Saturday, February 12<sup>th</sup> and Sunday, February 13<sup>th</sup>; Free Concert on Thursday, February 17<sup>th</sup>; and a Christian Concert on Saturday, February 19<sup>th</sup>; and
- Reported on 1<sup>st</sup> Avenue and Wyatt Earp railroad track repair.

Commissioner Jim Sherer:

- Everything going on is very exciting – United Wireless Event Center opening – all the agenda items on agenda this evening; and
- Thanked Staff for the wonderful job.

Commissioner Rick Sowers:

- Commented on Comanche Street extension – would like to see Ford County participation;
- Excited about the opening of the Events Center; and
- Congratulations to Jane – Thanks for everything you do.

Commissioner Michael Weece;

- Was invited to join a panel for Leadership Dodge – panel was excited about Dodge City;
- Appreciates when people take the time to write letters to editor; and
- Highlighted Jane Longmeyer’s community involvement.

Mayor Kent Smoll:

- Encourage everyone to attend the Events Center Opening.

**ADJOURNMENT:** Commissioner Rick Sowers moved to adjourn the meeting; Commissioner Jim Sherer seconded the motion. The motion carried 4-0.

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E. Kent Smoll, Mayor

ATTEST:

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Nannette Pogue, City Clerk

# Memorandum

To: Ken Strobel  
City Manager  
From: Joseph E. Finley, P.E. *JEF*  
Director of Engineering  
Date: February 16, 2011  
Subject: Property Acquisition for pipeline for Wastewater Reclamation Facility  
Agenda Item: Consent Calendar

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**Recommendation:** Approve appraisal recommendations setting fair and equitable compensation for the utility easements and temporary construction easements necessary for this project.

**Background:** The City needs to acquire several permanent utility easements and temporary construction easements that are necessary for the underground pipeline. As a part of the process, an appraisal is done and then review by a second appraiser. This has been completed and the City is required to set a fair and equitable compensation as outline in the Uniform Act for Property Acquisition.

**Justification:** Without the acquisition of these properties, the City will be unable to complete the pipeline portion of the project.

**Financial Considerations:** The appraisals have recommended the following offers:

Tract 16-Brian & Suzanne Shirley	
Utility Easement	\$8,348
Construction Easement	\$4,182
Temporary Fencing	<u>\$2,640</u>
Total	\$15,170

**Purpose/Mission:** The purchase of these easements will insure the completion of the project, which is necessary for the continued growth of Dodge City.

**Legal Considerations:** None

**Attachments:** None

## Memorandum

To: City Manager  
Assistant City Manager  
City Commissioners

From: Paul Lewis 

Date: February 17, 2011

Subject: Revised Cemetery Fees

Agenda Item: Ordinances and Resolutions

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**Recommendation:** Staff recommends adopting Resolution 2011-13 revising Appendix A of the Dodge City Municipal Code - Cemetery Fees

**Background:** Annually the Cemetery Advisory Board meets to review operations at Maple Grove Cemetery and consider revisions to rules and regulations. At this years meeting held in January, staff proposed revisions to the current schedule of fees and charges. After discussion, the Advisory Board adopted a motion recommending the revised fees to the City Commission.

**Justification:** Attached with this memo is a tabulation of cemetery fees at comparable municipal cemeteries. Dodge City last adjusted cemetery fees in 2007 and since that time we have fallen behind standard charges adopted at other cemeteries. Approval of this ordinance will keep Dodge City in line with generally accepted charges.

**Financial Considerations:** At current levels, fees generate around \$45,000 annually and cover approximately 25% of the division's \$174,000 operating budget. The proposed fees will generated an additional \$24,000 annually and offset 40% of the cost to provide that operation.

**Purpose/Mission:** This action is consistent with the City's core value of Ongoing Improvement. As we continue to prepare for the City's future, it is necessary to evaluate the services provided and charge reasonable and appropriate fees in order that available tax dollars are utilized in a responsible manner.

**Legal Considerations:** None

**Attachments:** Resolution No. 2011-13  
Cemetery Fees Survey

CC: Kurt Nietling, Park Supervisor  
Cemetery Advisory Board

## RESOLUTION 2011-13

### A RESOLUTION AMENDING APPENDIX A of the DODGE CITY MUNICIPAL CODE AND REVISING FEES AND CHARGES FOR MAPLE GROVE CEMETERY

**WHEREAS**, The City desires to establish a reasonable and equitable schedule of fees and charges necessary to offset the cost of providing services at Maple Grove Cemetery; and

**WHEREAS**, the Cemetery Advisory Board has reviewed the proposed fees and has voted to recommend their approval to the City Commission; and

**WHEREAS**, the governing body of the City of Dodge City, Kansas, deems it necessary to revise the fees and charges associated with the sale of grave spaces, services, and other ancillary charges for Maple Grove Cemetery previously established in Resolution 2007-18.

**NOW, THEREFORE**, be it resolved by the governing body of the City of Dodge City, Kansas that the following fees be established for Maple Grove Cemetery:

#### **Section 1: Fees and Charges**

A) Appendix A – Cemetery Fees of the Dodge City Code is hereby amended as follows:

1) Grave Spaces

- (a) Standard single grave space \$450
- (b) Baby grave No Charge

(i) Space in the designated baby grave section is provided at no cost for residents of Ford County as space permits for infants less than one (1) year of age. Casket size shall not be more than 36 inches in length.

2) Maple Grove West Mausoleum

- (a) Top Row \$1,000
- (b) Middle Two Rows \$1,200
- (c) Bottom Row \$1,000

3) Scroggins Mausoleum Crypts

	Chapel Crypts (Inside)		Patio Crypts (Outside)	
	Side by Side	End to End	Side by Side	End to End
Level E	\$2,000.00	\$1,800.00	\$1,600.00	\$1,400.00
Level D	\$2,100.00	\$1,900.00	\$1,700.00	\$1,500.00
Level C	\$2,350.00	\$2,150.00	\$1,950.00	\$1,750.00
Level B	\$2,500.00	\$2,300.00	\$2,100.00	\$1,900.00
Level A	\$2,300.00	\$2,100.00	\$1,900.00	\$1,700.00

4) Scroggins Mausoleum Niches	
(a) Pedestal	\$1,000
(b) Foyer	\$750
(c) Glass	
(i) 12x12	\$900
(ii) 12x15	\$1,200
(iii)12x24	\$1,200
5) Internments	
(a) Standard Grave Service	\$350
(b) Baby Grave Service	\$100
(c) Cremation Urns	\$150
6) Disinterment	
(a) Traditional grave	\$400
(b) Cremations	\$150
7) Other Charges	
(a) Scroggins Chapel Rental	\$50
8) Monument Permits	
(a) Single headstone	\$15
(b) Double headstone	\$25

**Section 2: BE IT FURTHER RESOLVED this resolution shall take effect following its adoption by the Governing Body.**

**ADOPTED AND APPROVED** by the Governing Body of the City of Dodge City this 21<sup>st</sup> day of February, 2011.

\_\_\_\_\_  
E. KENT SMOLL, MAYOR

ATTEST:

\_\_\_\_\_  
NANNETTE POGUE, CITY CLERK

### Cemetery Survey

	<b>Dodge City</b>	<b>Garden City</b>	<b>Great Bend*</b>	<b>McPherson</b>	<b>Salina*</b>	<b>Winfield</b>	<b>Proposed</b>
<b>Lots</b>							
Adult	250	400	500	400	400	300	450
Cremaains	250	200	500	400	400	300	450
Infants	n/c	200	250	50	n/c	135	n/c
<b>Open/Close</b>							
Adult	250	350	250	350	310	250	350
Cremaains	100	150	100	150	153	50	150
Infants	50	250	62.50	50	127.50	125	100

\* Fees increase after hours, weekends, holidays

# Memorandum

*To: City Manager  
Assistant City Manager  
City Commissioners*

*From: Ray Slattery,   
City Engineer*

*Date: February 14, 2010*

*Subject: 2011 Street Program*

*Agenda: New Business*

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**Recommendation:** Approve the 2011 Street Program as outlined on the attachment.

**Background:** Yearly staff outlines street construction projects for Commission approval. These projects are based on information gathered from staff maintenance records and inspection of the City Streets. A design project is also included in this year's Street Program.

**Justification:** Due to the condition of some the streets listed in this year's program, major maintenance/reconstruction projects are needed to maintain the City's street network. The maintenance projects will extend the service life of the streets so that reconstruction projects will not be needed in the near future.

**Financial Considerations:** The funding for this year's Street Program will need to come from two sources; the Special Streets Fund and General Obligation Bonds (GOB). The City's Special Streets Fund is for construction and maintenance of the city's streets. A total of \$325,000 was budgeted and would be allocated from the Special Streets Fund for this program. The remaining funds would need to come from General Obligation Bonds. A total of \$1,100,000 of funds would need to be from the GOB fund to complete the program as presented.

If \$1,100,000 in bonds were issued with an interest rate of 4.0%, 10 year maturity, the annual payment would be approximately \$134,000. This would represent a little over one mill. This would be in addition to the existing mill levy of the City.

**Purpose/Mission:** This Project meets the City's Core Value of providing Ongoing Improvements for the citizens of the community.

**Legal Considerations:** N/A

**Attachments:** List of 2011 Street Projects

## 2011 Street Program List & Funding Source

### **W. Division St. Asphalt Street Reconstruction - \$ 550,000 GOB**

This project consists of reconstructing W. Division St. from 14<sup>th</sup> Ave. to Wright Ave. The process used is removing the existing asphalt pavement and replacing with 6" of new asphalt pavement over paving fabric and a treated sub-grade. Some curb and gutter will be replaced, if needed, but a majority of the curb and gutter will remain.

### **6<sup>th</sup> Ave. Mill & Overlay - \$ 150,000 GOB**

This project consists of performing a 2" mill and overlay from Comanche St. to Soule St. The contractor will mill 2" of the existing asphalt pavement, place a paving fabric, and place a 2" asphalt overlay to the roadway.

### **Central Ave. Mill & Overlay - \$ 40,000 SS**

This project consists of performing a 2" mill and overlay from end of the concrete pavement to US 50. The contractor will mill 2" of the existing asphalt pavement, place a paving fabric, and place a 2" asphalt overlay to the roadway.

### **San Jose Dr. Mill & Overlay - \$ 25,000 SS**

This project consists of performing a 2" mill and overlay from Central Ave. to Ave. A. The contractor will mill 2" of the existing asphalt pavement, place a paving fabric, and place a 2" asphalt overlay to the roadway.

### **Beeson Rd. Mill & Overlay - \$ 95,000 SS**

This project consists of performing a 2" mill and overlay from 14<sup>th</sup> Ave. to approximately Kelly Ave. The contractor will mill 2" of the existing asphalt pavement, place a paving fabric, and place a 2" asphalt overlay to the roadway.

### **W. Wyatt Earp Blvd. R/W Fill-In - \$ 70,000 SS**

This project consists of placing one of the following; brick pavers, colored concrete or some other "filler" in the area in between the sidewalk and the curbs installed along the business parking lots. The area ranges in width from 3' to 1'. Staff will determine the most economical and attractive way to complete this project.

Placing pavers in the island at the 14<sup>th</sup> Ave. Intersection is also included in this project.

### **Concrete Street Repairs \$ 50,000 SS**

This money will be allocated for repair work for Soule St. near Post Ave.

### **Ave. A Curb & Gutter - \$ 10,000 SS**

As part of the Gunsmoke Subdivision improvements, Ave. A along the development will have curb & gutter installed. The City has agreed to pay for this cost.

### **Sidewalk Construction/Repairs - \$ 25,000 SS**

This money would be divided between the Cost Share Program and sidewalk construction projects.

**Trail St. Reconstruction Design Phase I –**

**\$ 400,000 GOB**

Again this is fairly self explanatory; costs associated with hiring a consultant to design the plans for reconstructing Trail St. from 2<sup>nd</sup> Ave. to 14<sup>th</sup> Ave. With completed plans staff would try to secure help in funding the reconstruction project.

**Funding Sources:**

**GOB (General Obligation Bonds) = \$1,100,000**

**SS (Special Streets) = \$ 315,000**

## Memorandum

To: City Manager  
Assistant City Manager  
City Commissioners

From: Paul Lewis 

Date: February 17, 2011

Subject: Mariah Hills Clubhouse Renovations  
Agenda Item: New Business

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**Recommendation:** Staff requests authority to proceed with renovations to the Mariah Hills Clubhouse basement in accordance with the plan presented and at a cost not to exceed \$75,373.

**Background:** The opening of the restaurant at Mariah Hills Clubhouse implied pro shop operations would move to the lower level. To appropriately accommodate those functions and retain public space requires remodeling of that space.

Over the last few months staff engaged the services of an architect to provide construction documents for that remodeling. As part of this process, plans were presented to the Golf Course Advisory Board for their review and input.

A final plan was developed and agreed upon and staff has obtained quotes for subcontract work and developed a construction budget. If approved by the Commission, work will start immediately by our Building Maintenance staff supported by subcontractors for specialized trades.

**Justification:** This project provides office space and a workroom for the golf pro, defines a controlled retail area for pro shop operations, and maintains a multi-use space to serve golf events, business meetings, and other private functions. The multi-use space is an important component of the design and this area has been well utilized in the past. Although downsized with this remodel, this 1,200 s.f. area will be attractive to the public and private entities and will allow us to generate rental income and sponsorship dollars for the operation. The proposed design further enhances that ability. This concept allows the multi-use space to be isolated from the retail area so it can be used during times it's not required for daily golf activities and at other times when the pro shop might normally be closed.

**Financial Considerations:** An initial estimate for this work was \$30,000 but that cost was developed without the benefit of actual plans or designs. This final design incorporates features that caused the cost to go up, including an air lock entry way and an upgrade to the flooring materials that will wear longer and be easier to maintain.

If necessary, the project can be value engineered to reduce the total cost. The air lock is a feature that can be constructed later and will reduce the initial construction cost by \$12,000. Utilizing standard commercial grade carpet can save an additional \$5,000.

Funds are available for this project utilizing revenue produced from the restaurant lease in the upper level which will generate annual income of \$45,000. The project will be funded from the building fund with lease revenue designated to repay the fund until all costs are met.

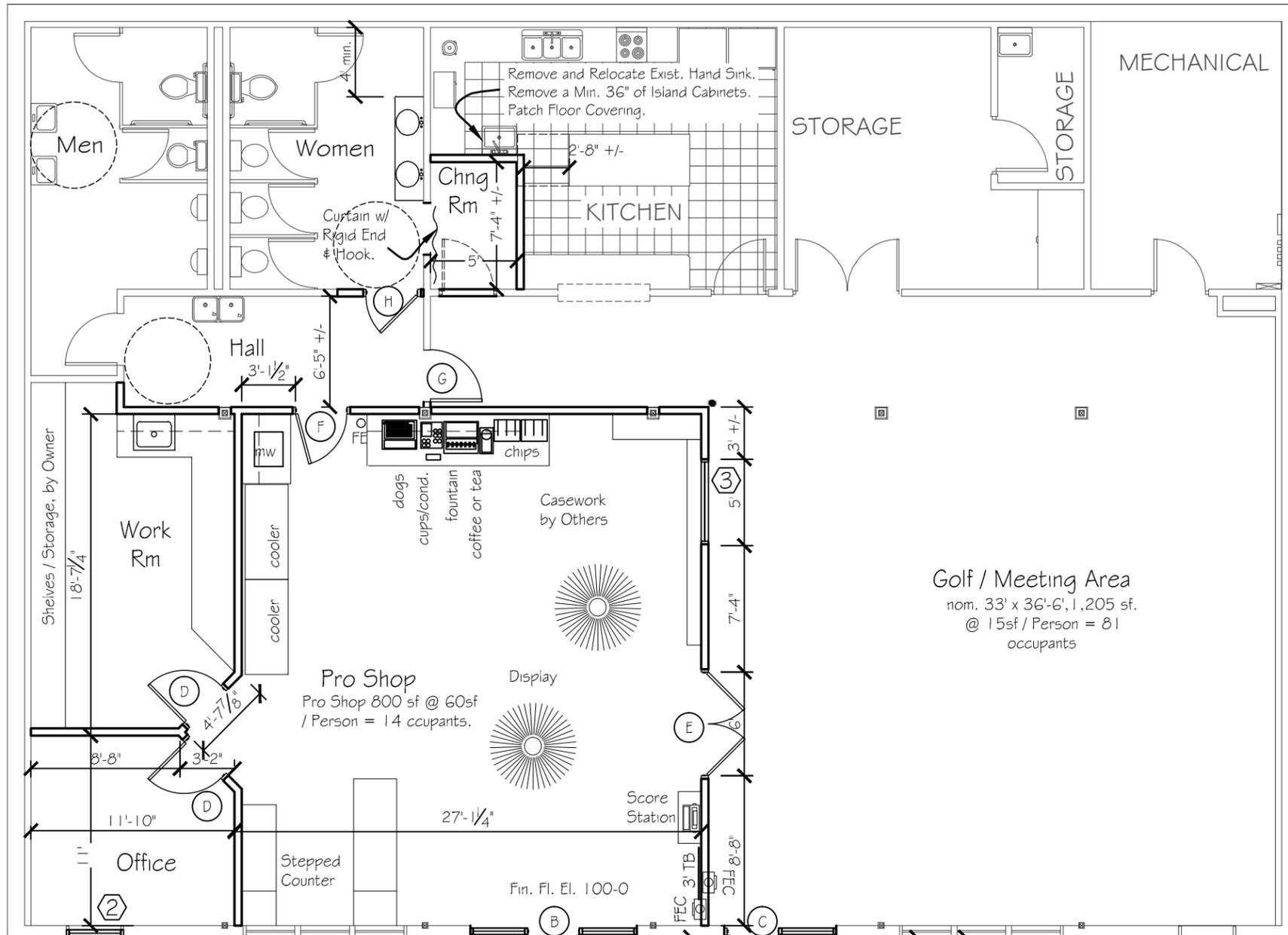
**Purpose/Mission:** This project is consistent with the City's core value of Ongoing Improvement. The project provides new opportunities for maximizing the utilization and benefits of the Mariah Hills facility and presents enhanced prospects for making services available to the community.

**Legal Considerations:** None

**Attachments:** Project Cost Estimate  
Basement Floor Plan

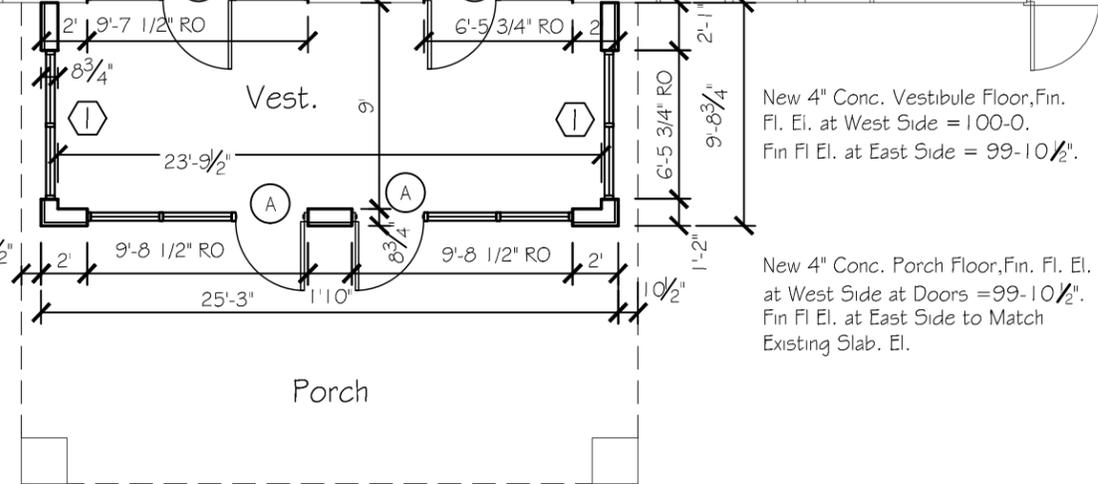
## Mariah Hills Basement Remodel

Architect fees	5,200
Electrical	3,800
Mechanical	3,850
Plumbing	3,450
Suspended Ceilings	3,362
Finish Sheetrock	1,300
Drivet Repair	5,930
Store fronts	12,215
Flooring	15,267
Building Materials	13,000
Cabinets ?	8,000
<b>Total</b>	<b><u><u>\$75,374</u></u></b>

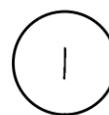
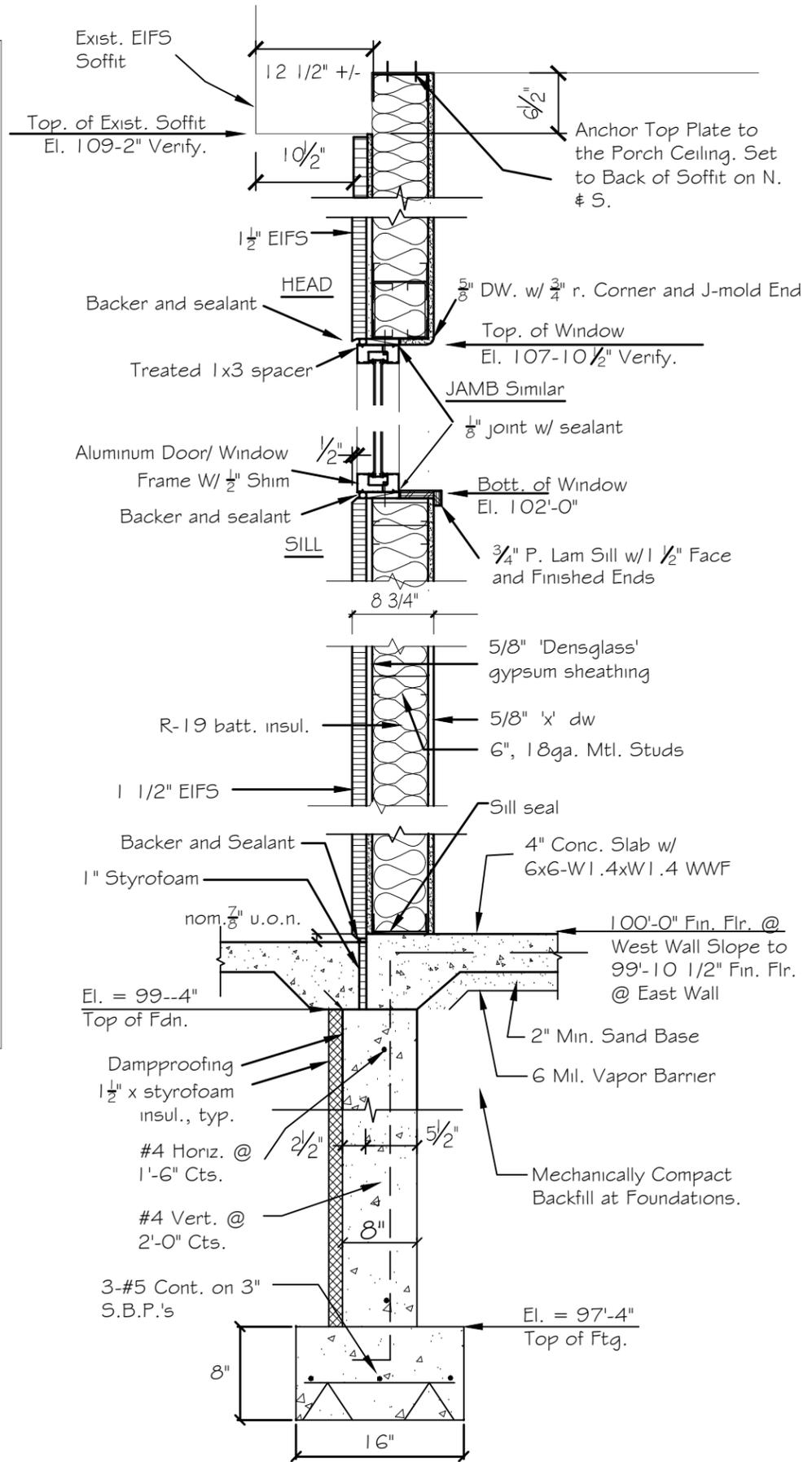
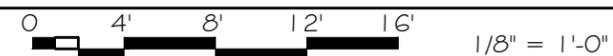


**General Notes:**

- A. All Interior Walls Shall be 3 5/8", 25ga. Steel Studs @ 16" oc, w/ 5/8" Type 'X' Drywall Ea. Side. Walls to Go Above Ceiling Tile Inside the Pro Shop and To the Structural Deck Between the Pro Shop and Meeting Room / Hall. Wall Finish to Consist of Two Coats of Acrylic Latex Paint Over Primer, and 4" Covered Vinyl Base. 10 1/2" Colors by Owner.
- B. All Exterior Walls Shall be 6", 18ga. Steel Studs @ 16" oc, w/ 5/8" Type 'X' Drywall Inside and 5/8" DensGold DW Sheathing on the Outside. Insulate Walls w/ 6" Fiberglass Batt Insulation. Walls to Go To the Existing Structural Framing at the Ceiling and the Soffits. Interior Wall Finish to Consist of Two Coats of Acrylic Latex Paint Over Primer, and 4" Covered Vinyl Base. Colors by Owner. Exterior Finis to be 1 1/2" EIFS Eq. to Drvnt, with Finish Coat to Match the Existing in Texture. EIFS Mesh to be Panzer Grade at Botom 2' of Wall, and Intermediate Elsewhere. Match Existing Color.



**FLOOR PLAN**



**Detail**

Wall Section at Vestibule

3/4" = 1'-0"

**THE ARCHITECT**

BRUCE GLASS, AIA  
 305 N. NORTH MAINS STREET • GARDEN CITY, KS. 67846  
 PHONE: (620) 271-0852 • FAX: (620) 271-0854  
 E-MAIL: thearchitect@gsnet.com

Basement Remodeling at Manah Hill Clubhouse  
 Into the New Pro-Shop and Meeting Space  
 for the Dodge City Recreation Commission

TITLE	Remodeling Plan
SCALE	1/8" = 1'-0"
DRAWN BY	BJG
CHECKED BY	
DATE	2-17-11
JOB NUMBER	210.021
SHEET NUMBER	A-3